

KINGS COUNTY
OCCUPATIONAL OUTLOOK
REPORT
and
TRAINING DIRECTORY
for survey years
1998 — 2000

A Product of
California Cooperative Occupational Information System
(CCOIS)



Sponsored by
Kings County Job Training Office
<http://www.kingsworkforce.org>

State of California, Employment Development Department
<http://www.calmis.ca.gov>

California Occupational Information
Coordinating Committee
<http://www.soicc.ca.gov>

ACKNOWLEDGMENTS

Nina Bigley, Project Coordinator
Lisa M. Ransdell, Information Technology
Shirley Alves, Office Assistant
John S. Lehn, Kings County Job Training Office Director
Kings County Workforce Development Board
Kings County Board of Supervisors
Labor Market Information Division Research Analyst, Corinthia Duke

Equal Opportunity Employer
Program Auxiliary Aids and Services are available upon request to individuals with disabilities.
TDY Relay 1-800-735-2929

Introduction

Welcome to the 2000 Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Kings County Job Training Office (JTO) and the Labor Market Information Division (LMID) of the California Employment Development Department. The purpose of this publication is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the Kings County Job Training Office at (559) 585-3532. Those wishing to obtain this information electronically may access the LMID web site at <http://www.calmis.ca.gov>

Information in the Occupational Summaries portion of this report apply specifically to Kings County. The report includes 59 occupational outlook profiles of occupations based on data collected from June, 1998 through December, 2000. The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. The profiles in this publication do not necessarily constitute a list of demand occupations. Please see "Using the Occupational Outlook Report" and Research Methods (in the appendix) for additional details on this occupational data. Also included is information on services and training programs offered by regional schools and training providers.

While we have made a sincere effort to ensure that the information is accurate and up-to-date, information changes frequently. Occupational outlook information is generally considered to be current for three to four years, depending on the rate of change. If using the training directory, please contact the schools or training providers directly to verify or update the information before making career planning decisions.

Table of Contents

	<i>Page</i>
Introduction	3
Using the Occupational Outlook Report	6-7
Uses for This Report	8
Terms used in This Report	9-10

<i>Occupation</i>	<i>Year</i>	<i>Page</i>
Accounts and Auditors	1999	12-13
Assemblers and Fabricators-Except Machine, Electrical, Electronic and Precision	1998	14-15
Automotive Mechanics	1998	16-17
Bakers—Bread and Pastry	2000	18-19
Bookkeeping, Accounting, and Auditing Clerks	1999	20-21
Bus and Truck Mechanics and Diesel Engine Specialists	2000	22-23
Bus Drivers—School	2000	24-25
Cannery Workers	2000	26-27
Carpenters	1998	28-29
Cashiers	1998	30-31
Child Care Workers	2000	32-33
Computer Support Specialists	1999	34-35
Construction Managers	2000	36-37
Cooks—Restaurant	2000	38-39
Cooks—Specialty Fast Food	1999	40-41
Correction Officers and Jailers	2000	42-43
Customer Service Representatives	2000	44-45
Dental Assistants	2000	46-47
Driver/Sales Workers	1999	48-49
Electricians	1998	50-51
Farm Equipment Mechanics	1998	52-53
Farm Equipment Operators	1999	54-55
Farmworkers, Farm and Ranch Animals	1999	56-57
Financial Managers	1999	58-59
Food Preparation Workers	2000	60-61
Forklift Operators	2000	62-63
General Managers and Top Executives	1998	64-65
General Office Clerks	1998	66-67
Guards and Watch Guards	2000	68-69

Hand Packers and Packagers	1998	70-71
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1998	72-73
Helpers-All other Construction Trade Workers	1999	74-75
Industrial Truck and Tractor Operators	2000	76-77
Instructional Aides	1998	78-79
Janitors and Cleaners-Except Maids and Housekeeping	1999	80-81
Laborers, Landscaping and Groundskeeping	1999	82-83
Licensed Vocational Nurses	1998	84-85
Machinery Maintenance Mechanics	2000	86-87
Maintenance Repairers-General Utility	1998	88-89
Medical Assistants	1999	90-91
Medical Secretaries	2000	92-93
Nurses Aides	1998	94-95
Opticians—Dispensing and Measuring	2000	96-97
Painters, Paperhangers-Construction and Maintenance	1998	98-99
Pharmacy Technicians	2000	100-101
Real Estate Clerks	2000	102-103
Receptionists and Information Clerks	1999	104-105
Salespersons-Retail (Except Vehicle Sales)	1998	106-107
Secretaries, Except Legal and Medical	1998	108-109
Stock Clerks	1999	110-111
(First Line) Supervisors and Managers	1999	112-113
Systems Analysts-Electronic Data Processing	1998	114-115
Teachers-Elementary School	1999	116-117
Teachers-Secondary School	2000	118-119
Tellers	1999	120-121
Truck Drivers-Heavy or Tractor Trailer	1998	122-123
Vocational and Educational Counselors	1999	124-125
Waiters and Waitresses	1999	126-127
Welders and Cutters	1999	128-129
Training Directory		131-163
Appendix		
Research Methods		164-165
Sample Survey		166-169
Area Profile		170
Kings County Wage and Salary Employment by Industry		171-172

Using the Occupational Outlook Report

Before you begin...

The occupational profiles are summaries of key information collected from confidential surveys with several hundred local employers (typically 15 completed surveys per occupation). The information is designed to meet a variety of career and program planning needs. The research methods and sample questionnaire are contained in the appendix of this publication. Data collection runs from June 1997 through December 2000, reflecting minimum wage levels ranging from \$4.25 per hour to the current \$5.75 per hour.

Occupation

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

Gender

Beginning in 1998, reporting employer response to the Gender question is included and is stated as a percentage of the employees represented.

Employer Requirements (Training, Experience, and Other Requirements)

This category presents the amount and kinds of work experience, education, and skills required by surveyed employers. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report. Also included in this report are typical employer preferences and key personal traits usually present in those working in the occupation.

Wages and Benefits

The wage data enable comparison of salary ranges across occupations and are not intended to represent official prevailing wages. Ranges and median wages are those reported by surveyed employers and contracts with labor unions. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative). Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees. Unless stated otherwise, benefits are paid in its entirety by the employer.

Hours

The average number of hours worked are reported in each occupational summary. Part time hours were not always reported by employers.

Employment Trends

Employment Trends include data and information in the area of:

- Supply and Demand - The terms presented in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.
- Occupational Forecast - Occupational size and growth projections based upon data provided by EDD, LMID.
- Annual Growth Rate - The projected number of annual job openings due to a net increase in employment for the periods 1995-2002 for **1998, 1999** and **2000**.

Skills

This section indicates some of the most important qualifications, including technical skills, physical abilities and flexibility, as reported by surveyed employers. Employers were questioned about the relative importance of approximately 30 desirable qualifications. The survey responses were averaged and weighted by the number of employees. The most desirable qualifications are listed in descending order according to employer responses.

Recruitment Methods

All employers surveyed were asked what methods they primarily used when recruiting for the occupation surveyed. Those results were indicated on each occupational summary.

Where the Jobs Are

Beginning in 1999 we report a listing by industry type where jobs are found for the major reporting employers. This listing is based on descriptions from the Standard Industrial Classification Manual.

Uses for this Report

The information in this report can be used by a variety of organizations and individuals for many different purposes:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, labor supply and demand and sources for training.

Program Planning

This report provides local planners and administrators with employment data, training information, placement data, and occupation size and projected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new services, or eliminate outdated offerings.

Curriculum Design

Training providers can assess and update their curriculum based upon current employer needs and projected occupational trends indicated in the report.

Economic Development

Government agencies and economic development organizations will find the information on occupational size, expected growth rates and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resources Management

Small business owners and large corporate human resources directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and estimate the availability of qualified workers for business expansion or relocation purposes.

Terms Used in this Report

Terms used in this report quantify employer responses to questions regarding the supply demand assessment and experience of job applicants, size of the occupation within Kings County, and projected occupational growth rate for a specified outlook period. Each year's terms vary, according to the year the occupation was surveyed. Categories and definitions are as follows:

Experience of Job Applicants

<u>1998</u> All (100%)	Almost All (80-99%)	Most (60-79%)	Many (40-59%)	Some (20-39%)	Few (<20%)
<u>1999</u> All (100%)	Almost All (80-100%)	Most (60-80%)	Many (40-60%)	Some (20-40%)	Few (<20%)
<u>2000</u> All (100%)	Almost All (80-99%)	Most (60-79%)	Many (40-59%)	Some (20-39%)	Few (<20%)

Supply Demand Assessment

1998

Very Difficult	Somewhat Difficult	A Little Difficult	Not Difficult
----------------	--------------------	--------------------	---------------

1999

Very Difficult	Moderately Difficult	Not Difficult
----------------	----------------------	---------------

2000

Very Difficult	Moderately Difficult	Not Difficult
----------------	----------------------	---------------

Size of Occupation by Employee

1998

Small (>23)	Medium (23<45)	Large (46<99)	Very Large (100>)
-------------	----------------	---------------	-------------------

1999

Small (>15)	Medium (15<30)	Large (30<65)	Very Large (65 and above)
-------------	----------------	---------------	---------------------------

2000

Small (>15)	Medium (15<30)	Large (30<65)	Very Large (65 and above)
-------------	----------------	---------------	---------------------------

Projected Occupational Growth Rate

1998

Much Faster than Average (>15%)	Faster than Average (11- 14.99%)	Average (9-10.99%)	Slower than Average (8.99-.01%)
---------------------------------------	----------------------------------------	-----------------------	---------------------------------------

1999

Much Faster than Average (>15%)	Faster than Average (11-14.99%)	Average (9-10.99%)	Slower than Average (8.99-.01%)
---------------------------------------	---------------------------------------	-----------------------	---------------------------------------

2000

Much Faster than Average (>15%)	Faster than Average (11-14.99%)	Average (9-10.99%)	Slower than Average (8.99-1%)	Remain Stable (-1 - .99%)	Slow Decline (<.99%)
---------------------------------------	---------------------------------------	-----------------------	-------------------------------------	------------------------------	-------------------------

Accountants and Auditors

Surveyed 1999

DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

9 employers responded, 29 employees represented. 33% of surveyed employees are male and 67% are female. (OES 211140)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers report new hired Accountants and Auditors need at minimum, a high school diploma or the equivalent. Some employers report an associate degree was required, while many employers reported a bachelor degree is required. All employers surveyed require word processing and spreadsheet skills, while almost all require database skills. Some require skills in desktop publishing.

Many employers require previous work experience, while many report they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while few employers state technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$13.68	\$12.47
Experienced/New to Firm:	\$7.00 - \$18.81	\$14.38
3 Years Experience with Firm:	\$8.50 - \$23.97	\$16.70

*Additional compensation for management employees was reported to range from \$1165 - \$1414 per year. Yearly bonuses are reported to average \$7,500.

Almost all employers provide paid vacation and sick leave, while many provide for paid medical leave and a retirement plan for full time employees. Many employers provide life insurance and some employers provide dental and vision insurance for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 32 hours per week. Seasonal employees were reported to work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it is very difficult to find fully experienced and qualified employees, as well as inexperienced employees. Almost all of job vacancies occurred due to employee turnover and few were due to promotions. 26 Accountants and Auditors were hired in the last 12 months. Many employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 11.1%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; be able to pass a medical exam and drug test.

Other Qualifications: Candidates must be able to organize their time and the time of others; possess record keeping skills; pay attention to detail and be able to solve problems; they must work under pressure and be able to handle crisis. Candidates must possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	11%
• Newspaper Ads	67%
• Private Employment Agencies	11%
• Walk-in Applicants	11%
• In-House Promotions or Transfers	22%
• School, Program Referrals	56%
• Colleges/Universities	56%
• Employment Development Department	22%
• Union Hall Referrals	0%
• Internet	22%
• Trade Journals	11%
• Other	11%

WHERE THE JOBS ARE

Farm and Garden Machinery and Equipment

Accounting, Auditing, and Bookkeeping Services

Executive and Legislative Offices

Administration of Social, Human Resource and Income Maintenance Programs

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

Surveyed 1998

DESCRIPTION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a non-precision nature. Please do not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

7 employers responded, 813 employees represented. 88% of surveyed employees are male and 12% are female.
(OES 939560) (DOT 710.381-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recent hired Assemblers had a high school diploma or the equivalent.

Many employers (43%) sometimes require previous work experience, while 43% never require previous work experience. Few employers usually require previous work experience as an Assembler. Most employers never substitute training for work experience, while some employers sometimes substitute training for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$14.20	\$6.50
Experienced/New to Firm:	\$5.75 - \$15.00	\$8.00
3 Years Experience with Firm:	\$6.00 - \$16.80	\$10.00

Almost all employers provided medical insurance and paid vacation. Some employers provide dental and vision insurance, paid sick leave and a retirement plan.

HOURS

Full time employees work an average of 40 hours per week, while part-time employees work 30 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experience and qualified employees as well as inexperienced employees. Most of job vacancies occurred due to newly created positions. 94 Assemblers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 6.7%

Annual Job Growth: Slower than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to communicate verbally; work independently and as a team; and do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 100 lbs.; possess the stamina to sit or stand for two or more hours and must be able to pass a medical exam.

Other Qualifications: Candidates may be required to work weekends and over-time hours; pay attention to detail; be organized; possess a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	57%
• Private Employment Agencies	14%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	43%
• Union Hall Referrals	0%
• Other	29%

Automotive Mechanics

Surveyed 1998

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. This may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

15 employers responded, 55 employees represented. 100% of surveyed employees are male.
(OES 853020) (DOT 620.261-030)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Auto Mechanics had a high school diploma or the equivalent. Some had college units but no post-secondary degree. All employers report requiring some form of mechanic certification in areas such as smog, transmission, radiators, etc.

Many employers (47%) usually require previous work experience, while 27% state they sometimes require previous work experience. The other 27% report they always require previous work experience. Many employers report they never substitute work experience for training. 33% report they sometimes substitute training for work experience. 13% reported they usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.50	\$5.75
Experienced/New to Firm:	\$6.25 - \$18.00	\$8.00
3 Years Experience with Firm:	\$8.00 - \$20.00	\$16.00

All employers provided paid vacation. Most employers provided medical insurance. Some employers provided dental, vision, life insurance and a retirement plan.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be somewhat difficult to find. Most of the job vacancies occurred due to employee turnover. Eight Auto Mechanics were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 5.9%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills, be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 100 lbs. and have the stamina to stand two or more hours at a time.

Other Qualifications: Candidates must be able to: pass a drug test; have a good driving record; work overtime and weekends; pay attention to detail; able to problem solve; organize and manage their time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Unsolicited Applicants	47%
• In-House Promotions or Transfers	7%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Other	0%

Bakers—Bread and Pastry

Surveyed 2000

DESCRIPTION (OES 650210)

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Ten employers responded; representing 36 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Few employers reported a high school diploma or equivalent is required, while almost all employers reported a high school diploma or equivalent is not required.

Almost all employers report previous work experience is not required, while few employers stated other work experience is accepted. Few employers report training is not acceptable in lieu of experience, while all employers reported technical or vocational training is not required for employment.

Skills

Basic Skills: Must possess basic math skills; be able to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; able to lift 50 lbs. and perform strenuous work.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; able to work nights and weekends.

WAGES AND BENEFITS

*Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.05	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.50	\$5.75
3 Years Experience with Firm:	\$6.50 - \$10.00	\$7.88

Some employers provide employer paid vacation pay, while few provide employer paid medical, dental, vision, life insurance, sick leave and a retirement plan.

Hours

Full-time employees work an average of 42 hours per week while part-time employees work an average of 25 hours per week. Employees can be expected to work day, swing and graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being very difficult to find inexperienced employees. All of the job vacancies occurred due to employee turnover. Four Bakers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	90%
• Newspaper Ads	60%
• Private Employment Agencies	0%
• Walk-in Applicants	40%
• In-House Promotions or Transfers	40%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	10%
• Union Hall Referrals	0%
• Internet	10%
• Trade Journals	0%
• Other	50%

Size of Occupation

Medium

Gender

53% Male 47% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 25%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Retail Bakeries

Eating Places

Bookkeeping, Accounting, and Auditing Clerks

Surveyed 1999

DESCRIPTION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Those with the primary duty of operating special office machines are not included.

15 employers responded, 33 employees represented. 100% of surveyed employees are female. (OES 553380)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Bookkeeping, Accounting and Auditing Clerks need a high school diploma or the equivalent. 14 employers surveyed require spreadsheet skills; 12 employers require database skills and 11 employers require word processing skills.

13 employers require previous work experience, while only one employer reported they would prefer employees have previous work experience. Seven employers report other work experience is accepted. Seven employers report training is acceptable in lieu of experience. One employer stated technical or vocational training is required. Six employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.18 - \$10.00	\$8.00
Experienced/New to Firm:	\$5.75 - \$11.61	\$8.00
3 Years Experience with Firm:	\$8.00 - \$15.00	\$10.00

Most employers provide paid vacation, while many provide paid sick leave and medical insurance for full time employees. Some employers provide dental and life insurance and a retirement plan. Few employers provide vision insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees or inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to promotions. Five Bookkeeping Clerks were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: -4.3%

Annual Job Growth: Slow Decline

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	80%
• Newspaper Ads	87%
• Private Employment Agencies	0%
• Walk-in Applicants	80%
• In-House Promotions or Transfers	13%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	7%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Grocery Stores

Residential Care-Con.

Accounting, Auditing, and Bookkeeping Services

Executive and Legislative Offices

Bus and Truck Mechanics and Diesel Engine Specialist

Surveyed 2000

DESCRIPTION (OES 853110)

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

15 employers responded; representing 77 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Most employers reported a high school diploma or equivalent is required, while some report a high school diploma or equivalent is not required.

Most employers report previous work experience is required, while a few employers report work experience is not required but preferred. None of the employers surveyed report other work experience is accepted. Almost all employers report training is not accepted in lieu of experience. Some employers report technical or vocational training is required for employment, while few employers reported technical or vocational training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.00 - \$8.75	\$7.50
Experienced/New to Firm:	\$5.75 - \$13.23	\$10.00
3 Years Experience with Firm:	\$7.50 - \$18.00	\$13.64
<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$0.00 – \$0.00	\$0.00
Experienced/New to Firm:	\$11.50- \$25.00	\$15.19
3 Years Experience with Firm:	\$13.50 - \$30.00	\$16.47

Most all employers provide employer paid vacation pay, while many provide sick leave. Some employers provide employer paid medical, dental, vision and life insurance and a retirement plan. Many employers provide share of cost medical, dental and vision insurance, while some provide share of cost life insurance, sick leave and a retirement plan. Few employers provide share of cost vacation pay and child care.

Hours

Full-time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find inexperienced, while being moderately difficult to find experienced and qualified employees. Almost all of the job vacancies occurred due to employee turnover, while a few occurred due to the creation of new positions. Six Bus and Truck and Diesel Engine Specialists were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	93%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Walk-in Applicants	20%
• In-House Promotions or Transfers	33%
• School, Program Referrals	20%
• Colleges/Universities	0%
• Employment Development Department	33%
• Union Hall Referrals	7%
• Internet	0%
• Trade Journals	0%
• Other	20%

Size of Occupation

Small

Gender

97% Male 3% Female

Projections

Many employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1%

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

Where the Jobs are

Elementary and Secondary Schools	Trucking and Courier Services
Farm Machinery Distributors	Highway Construction Contractors

Bus Drivers - School

Surveyed 2000

DESCRIPTION (OES 971110)

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

10 employers responded; representing 86 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Most employers reported a high school diploma or equivalent is required, while many report a high school diploma or equivalent is not required.

Almost all employers report previous work experience is not required, while some employers stated no other work experience is accepted. Some employers report training is not acceptable in lieu of experience, while almost all employers reported technical or vocational training is required for employment. Employees are expected to possess a Class B Bus Drivers License.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must possess multi-cultural familiarity; able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record; trained in CPR and first aid.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.48 - \$10.00	\$9.97
Experienced/New to Firm:	\$7.48 - \$10.00	\$9.94
3 Years Experience with Firm:	\$10.50- \$12.46	\$11.20
<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.00- \$11.67	\$11.17
Experienced/New to Firm:	\$10.83 - \$11.67	\$11.11
3 Years Experience with Firm:	\$11.00 - \$13.24	\$12.39

Many employers provide employer paid vacation pay, while some provide dental, vision and life insurance, sick leave, vacation and a retirement plan. Few employers provide employer paid child care.

Few employers provide share of cost medical, dental, vision and life insurance, sick leave, vacation and child care. Some employers provide share of cost retirement plan.

Hours

Full-time employees work an average of 40 hours per week, while part-time employees work an average of 24 hours per week. Employees can expect to work day and swing shift hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was moderately difficult to find fully experienced and qualified employees, while being very difficult to find inexperienced employees. Almost all of the job vacancies occurred due to employee turnover, while few were due to employee promotions. 18 Bus Drivers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	60%
• Newspaper Ads	90%
• Private Employment Agencies	0%
• Walk-in Applicants	40%
• In-House Promotions or Transfers	10%
• School, Program Referrals	20%
• Colleges/Universities	0%
• Employment Development Department	50%
• Union Hall Referrals	0%
• Internet	10%
• Trade Journals	0%
• Other	20%

Size of Occupation

Small

Gender

47% Male 53% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

Where the Jobs are

Elementary and Secondary Schools

Head Start Centers

Cannery Workers

Surveyed 2000

DESCRIPTION (OES 939350)

Cannery Workers perform any of a variety of routine tasks in canning, freezing, preserving, or packing food products. Their duties may include sorting, grading, washing, peeling, trimming or slicing agricultural produce.

Six employers responded; representing 1764 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Some employers require a high school diploma or equivalent, while most reported they hired employees with less than a high school diploma or equivalent. Almost all employers report prior work experience is not required, while a few report work experience is preferred. One employer reported other occupational work experience is acceptable. All employers report technical or vocational training is not required of applicants.

Skills

Basic Skills: Must possess the ability to work as part of a team.

Physical Abilities: Must be able to lift up to 50 lbs; perform strenuous work and be able to sit or stand for two or more hrs. at a time.

Other Qualifications: Must be flexible to work all hours, shifts, weekends and seasonal; be able to pass a drug test.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75-\$8.77	\$7.22
Experienced/New to Firm:	\$5.75-\$8.77	\$7.22
3 Years Experience with Firm:	\$5.75-\$8.77	\$7.40
<u>Union</u>		
Entry Level/No Experience:	\$7.72-\$9.93	\$8.83
Experienced/New to Firm:	\$7.72-\$9.93	\$8.83
3 Years Experience with Firm:	\$9.97-\$15.06	\$12.52

Many employers provide paid medical and dental insurance, sick leave and vacation. Some provide employer paid vision and life insurance and few provide a retirement plan. Shared cost retirement plan is provided by a few employers.

Hours

Permanent full-time employees work an average of 42 hrs. per week, while seasonal employees work an average of 50 hours per week. Employees can expect to work days, swing and graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand

Employers report it is not difficult finding inexperienced applicants. During the last 12 months most vacancies were filled by temporary employees, while some were due to employee turnover and few were due to the creation of new positions. 529 Cannery Workers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	50%
• Private Employment Agencies	17%
• Walk-in Applicants	83%
• In-House Promotions or Transfers	0%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	83%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	17%

Size of Occupation*

Very Large

Gender

33% Male 67% Female

Projections

Many employers expect employment to remain stable over the next 24 months.

Kings County average 1995—2002 projected occupational growth rate: 10.1%

Projected Job Growth Rate for Cannery Workers:* 9.5%

Annual Job Growth:* Average

Where the Jobs Are

Canned Food Industry
Fluid Milk Industry

Dried and Dehydrated Food Industry
Cheese Processing Industry

*Size of occupation, Projected growth rate, Annual job growth information is based on OES code 939000-Other Hand Workers, as no specific data is available for Cannery Workers in Kings County.

Carpenters

Surveyed 1998

DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinet makers and Bench Carpenters.

6 employers responded, 23 employees represented. 100% of surveyed employees are male.
(OES 871020) (DOT 860.381-022)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Carpenters had a high school diploma or the equivalent. A few had less than a high school education.

Many employers (50%) sometimes require previous work experience, while 33% usually require work experience as a Carpenter. 17% reported they always require previous work experience. All employers reported they never substitute training for work experience.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$5.75
Experienced/New to Firm:	\$7.00 - \$10.00	\$7.75
3 Years Experience with Firm:	\$8.50 - \$15.50	\$14.50

All employers provided medical insurance and paid vacation. Many employers provide a retirement plan. No other fringe benefits were reported.

HOURS

Full-time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced and qualified employees as well as inexperienced employees. Some of job vacancies occur due to either promotions, employee turnover or the opening of new positions. Three Carpenters were hired within the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar ,spelling and math skills; be able to communicate both verbally and in writing; work independently and as a team.

Physical Abilities: Perform strenuous work lifting up to 50 lbs. A drug test is usually required and employees should possess the stamina to stand for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: handle crisis and work under stress; organize their time; be able to plan and organize their work and pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	33%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	17%
• Union Hall Referrals	17%
• Other	17%

Cashiers

Surveyed 1998

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

15 employers responded, 385 employees represented. 77% of surveyed employees are female and 23% are male.
(OES 490230) (DOT 211.462-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some recently hired Cashiers had a high school diploma or the equivalent. Most had less than a high school diploma and no Cashiers were reported to have college credits or higher.

Many employers (53%) sometimes require previous work experience, while 40% reported they never require previous work experience as a Cashier. Few reported they usually require work experience. Many employers reported they sometimes or never will substitute training for work experience. Few employers usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No union wages are reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.25	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$5.75
3 Years Experience with Firm:	\$6.00 - \$8.50	\$7.00

Almost all employers provided medical insurance and paid vacation. Most employers paid sick leave. Some employers provide dental insurance while few employers provide vision and life insurance or a retirement plan.

HOURS

Full-time employees work an average of 40 hours per week, while part-time employees work an average of 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experienced employees and inexperienced employees. Almost all job vacancies occurred due to employee turnover. 197 Cashiers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.1%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling and basic math skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to stand for two or more hours and be able to lift 10 lbs.

Other Qualifications: Candidates must be able to: work part-time and some over-time hours; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	27%
• Private Employment Agencies	0%
• Unsolicited Applicants	73%
• In-House Promotions or Transfers	13%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Other	0%

Child Care Workers

Surveyed 2000

DESCRIPTION (OES 680380)

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

12 employers responded; representing 87 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while few reported an associate's degree is required. Few employers accept applicants with less than a high school diploma.

Some employers require previous work experience, while most employers report other work experience is acceptable. Few employers report training is acceptable in lieu of experience, while many employers reported technical or vocational training is required for employment. Few employers stated technical or vocational training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit and /or stand for two or more hours at a time; willing to take a medical exam and participate in drug testing.

Other Qualifications: Candidates must possess multi-cultural familiarity; be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess supervisory skills and plan the work of others; trained in CPR and First Aid. Candidates must be willing to work part-time.

WAGES AND BENEFITS

Non-union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$9.41	\$6.75
Experienced/New to Firm:	\$5.75 - \$9.41	\$6.88
3 Years Experience with Firm:	\$6.50 - \$9.77	\$7.75

Many employers provide employer paid sick and vacation pay, while few employers paid medical, dental, vision and life insurance, and a retirement plan and child care. Few employers provide share of cost medical, dental, vision and life insurance as well as a retirement plan.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 22 hours per week.

EMPLOYMENT TRENDS**Supply/Demand**

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Some of the job vacancies occurred due to promotions, employee turnover, and temporary hires. Few vacancies occurred due to the creation of new positions. 35 Child Care Workers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	83%
• Private Employment Agencies	0%
• Walk-in Applicants	67%
• In-House Promotions or Transfers	33%
• School, Program Referrals	33%
• Colleges/Universities	25%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	8%

Size of Occupation

Small

Gender

1% Male 99% Female

Projections

Most employers expect employment to grow over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

Where the Jobs are

Elementary and Secondary Schools
Child Day Care Services

Community Associations

Computer Support Specialists Surveyed 1999

DESCRIPTION

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

10 employers responded, 25 employees represented. 48% of surveyed employees are male and 52% are female. (OES 251040)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Computer Support Specialists need a high school diploma or the equivalent, while few reported they need an associate degree and some are required to have a bachelor degree. All employers surveyed require word processing skills, while almost all require spreadsheet and database skills. Most require desktop publishing skills and some employers require skills in programming and operating systems.

Almost all employers (90%) require previous work experience, while 10% state they prefer employees have previous work experience. Few employers (10%) report they accept other work experience. Most employers will not accept training in lieu of experience, while many stated technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$14.28	\$10.40
Experienced/New to Firm:	\$7.00 - \$25.00	\$13.31
3 Years Experience with Firm:	\$8.00 - \$30.21	\$16.22

Almost all employers provide paid sick leave, while most provide for paid vacation, medical, dental and vision insurance for full time employees. Many employers provide a retirement plan for full time employees. Few employers provide childcare for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week. One employer reported full time hours average of 32 per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported not to be difficult to find. Few of the job vacancies occurred due to employee turnover and most were due to the addition of new positions. Few were added due to temporary hiring. Seven Computer Support Specialists were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 25%

Annual Job Growth: Much Faster than Average

*Data only reported to general occupations of computer services and related occupations.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; lift a minimum of 10 lbs. And pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and handle crisis; possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	30%
• Newspaper Ads	70%
• Private Employment Agencies	0%
• Walk-in Applicants	30%
• In-House Promotions or Transfers	30%
• School, Program Referrals	10%
• Colleges/Universities	30%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	40%
• Trade Journals	0%
• Other	10%

WHERE THE JOBS ARE

Fluid Milk-Con.

Construction and Mining (Except Petroleum) Machinery and Equipment-Con.

Computer and Computer Software Stores

Elementary and Secondary Schools

Construction Managers

Surveyed 2000

DESCRIPTION (OES 150170)

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Please do not include general managers of large construction contracting firms.

Four employers responded; representing 20 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or the equivalent is required, while some reported applicants are required to possess a Bachelor Degree.

Many employers require prior work experience, while all employers report other occupational experience is acceptable. Some employers reported training is acceptable in lieu of experience, while most required technical or vocational training of new hires.

Skills

Basic Skills: Must possess English grammar, spelling and basic math skills; be able to work independently and as a team.; able to communicate verbally and in writing.

Physical Abilities: Must have the ability to sit and stand for two or more hours at a time; lift 50 lbs.

Other Qualifications: Candidates must possess record keeping and problem solving skills; ability to supervise and plan the work of others; possess a good driving record.

WAGES AND BENEFITS

No union wages are reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$19.18	\$12.59
Experienced/New to Firm:	\$7.00 - \$21.58	\$9.75
3 Years Experience with Firm:	\$9.00 - \$23.97	\$12.25

*Other compensation reported in the form of a bonus averaging \$3.84 per hr.

Many employers provide medical insurance and vacation leave. Some employers provide dental, vision and life insurance, and sick leave and a retirement plan.

Hours

Full-time employees work an average of 40 hrs. per week.

EMPLOYMENT TRENDS

Supply/Demand

Many employers report it is very difficult to find fully experienced and qualified applicants, while some report it very difficult to find inexperienced applicants. During the last 12 months 25% of job vacancies were due to employee turnover, 25% due to promotions while 50% were due to the creation of new positions. Four Construction Managers were hired in the last 12 months

Employer Recruitment Methods

• Employee Referrals	75%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Walk-in Applicants	0%
• In-House Promotions or Transfers	50%
• School, Program Referrals	25%
• Colleges/Universities	25%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	25%
• Trade Journals	0%
• Other	25%

Size of Occupation

Small

Gender

95% Male 5% Female

Projections

Many of the employers surveyed expect employment to grow over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 10.1%

Projected Job Growth: 33%

Annual Job Growth: Much Faster than Average

Where the Jobs Are

Heavy Construction Roofing, Siding and Sheet Metal Work
Plumbing, Heating and Air Conditioning
Plastering, Dry Wall, and Insulation Work

Cooks - Restaurant

Surveyed 2000

DESCRIPTION (OES 650260)

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

16 employers responded; representing 76 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or the equivalent is required. Some employers did not require a high school diploma.

Many employers do not require previous work experience, while some require work experience. Few employers report prior work experience is not required but preferred. A few employers report other work experience is accepted. Most employers report training is acceptable in lieu of experience while almost all employers report technical or vocational training is not required.

Skills

Basic Skills: Must possess English, grammar, spelling and basic math skills; ability to work independently and part of a team; willing to work alternate hours and weekends.

Physical Abilities: Ability to lift at least 10 lbs and stand for two or more hours at a time.

Other Qualifications: Ability to organize and manage time; pay attention to detail and work under pressure.

WAGES AND BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75-\$6.25	\$5.75
Experienced/New to Firm:	\$5.75-\$8.25	\$5.75
3 Years Experience with Firm:	\$6.50-\$12.00	\$8.00

*Other compensation was reported in the form of tips averaging \$1.56 per hr.

Few employers provide paid medical, dental and vision insurance as well as sick leave, vacation and a retirement plan.

Hours

Full-time employees work an average of 42 hrs. per week, while part-time employees work an average of 24 hrs. per week. Employers reported alternate shifts may be required.

EMPLOYMENT TRENDS

Supply/Demand

Employers report it is very difficult to find both fully experienced and inexperienced applicants. During the last 12 months most job vacancies were due to employee turnover and some were due to the creation of new positions. Few vacancies occurred due to promotions. 72 Restaurant Cooks were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	94%
• Newspaper Ads	63%
• Private Employment Agencies	0%
• Walk-in Applicants	56%
• In-House Promotions or Transfers	6%
• School, Program Referrals	6%
• Colleges/Universities	0%
• Employment Development Department	19%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	56%

Size

Large

Gender

41% Male 59% Female

Projections

Most employers surveyed expect employment to grow over the next two years.

Kings County average 1995-2002 projected occupational growth rate is: 10.1%

Projected Job Growth Rate: 9.1%

Annual Job Growth: Average

Where the Jobs Are

Eating and Drinking Establishments
Amusement and Recreation Services

Sports and Recreation Clubs

Cooks – Specialty Fast Food

Surveyed 1999

DESCRIPTION

Specialty Fast Food Cooks prepare and cook in a fast food restaurant with a limited menu. The Menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

16 employers responded, 172 employees represented. 55% of surveyed employees are male and 45% are female. (OES 650320)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Cooks need a high school diploma or the equivalent.

Few employers (19%) require previous work experience, while three employers state other work experience is acceptable. Few employers report they accept training in lieu of experience and 6% report that technical or vocational training is required.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$6.50	\$5.75
3 Years Experience with Firm:	\$5.75 - \$8.75	\$6.33

Few firms reported tips averaging \$2.00 per hour.

Few employers provide paid vacation, paid sick leave and paid medical insurance to full time employees. No other fringe benefits were reported.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week. On call employees work an average of 25 hours per week. Eight firms reported cooks need to work swing shift hours.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers' report it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Almost all job vacancies occurred due to employee turnover and few were hired as temporary help. 75 Cooks were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 9.9%

Annual Job Growth: Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess basic English grammar, spelling and math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift at least 10 lbs. And have the stamina to stand for two or more hours at a time. In some cases a medical exam may be required.

Other Qualifications: Candidates must be able to work alternate hours and weekends; pay attention to detail and work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	88%
• Newspaper Ads	63%
• Private Employment Agencies	6%
• Walk-in Applicants	100%
• In-House Promotions or Transfers	44%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

WHERE THE JOBS ARE

Eating Places

Correction Officers and Jailers Surveyed 2000

DESCRIPTION (OES 630170)

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

Two employers responded; representing 814 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or the equivalent is required. All employers reported previous work experience is not required and one employer reported PC832 technical or vocational training is required for new hires.

Skills

Basic Skills: Must possess English grammar, spelling and basic math skills; be able to communicate verbally and in writing; able to work independently and as a team; ability to do repetitive and shift work.

Physical Abilities: Must have the stamina to sit or stand for two or more hours at a time; lift 50 lbs; pass a medical exam including a drug test.

Other Qualifications: Candidates must possess multi-cultural familiarity; possess record keeping and problem solving skills; pay attention to detail; be able to work under pressure and handle crisis. Candidates must possess a good driving record.

WAGES AND BENEFITS

*Only union wages were reported.

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.16 - \$15.39	\$11.28
Experienced/New to Firm:	\$7.16 - \$15.39	\$11.28
3 Years Experience with Firm:	\$9.63 - \$20.63	\$15.13

50% of employers provide employer paid medical and dental, and retirement plan. 50% of employers reported providing medical, dental and life insurance and a retirement plan with an employee contribution. All employers provided vision insurance, sick and vacation leave.

Hours

Full-time employees work an average of 40 hours per week. While part-time employees work an average of 30 hours per week. All employers reported employees are expected to work days, swing and graveyard shift.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find inexperienced applicants. During the last 12 months 22% of job vacancies were due to promotions and 22% were due to employee turnover, while 56% were due to the creation of new positions. 54 Corrections Officers and Jailers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Walk-in Applicants	0%
• In-House Promotions or Transfers	50%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	50%
• Union Hall Referrals	0%
• Internet	50%
• Trade Journals	0%
• Other	0%

Size of Occupation

Very Large

Gender

72% Male 28% Female

Projections

Most of the employers surveyed expect employment to grow over the next two years

Kings County average 1995-2002 projected occupational growth rate: 10.1%.

Projected Job Growth Rate for Correctional Officers: 25.9%

Annual Job Growth: Much Faster than Average

Where the Jobs Are

Correctional Institutions—Government

Customer Service Representatives

Surveyed 2000

DESCRIPTION (OES 553350998)

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.

14 employers responded; representing 191 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while few require applicants to possess an associate's degree. Few employers did not require a high school diploma or its equivalent.

Some employers require previous work experience, while all employers stated other work experience is acceptable. Some employers report other work experience is not required but preferred. Some employers report training is not acceptable in lieu of experience, while almost all employers reported technical or vocational training is not required for employment. Few employers stated technical or vocational training is not required but preferred. Employers reported word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time and able to lift 10 lbs.; willing to participate in drug testing.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; be able to solve problems and work under pressure.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$9.78	\$7.00
Experienced/New to Firm:	\$6.00 - \$13.42	\$8.50
3 Years Experience with Firm:	\$7.00 - \$15.34	\$9.75

* Other compensation was reported in the form of a bonus ranging between \$.20 - \$.49 per hr.

Most employers provide employer paid vacation pay, while many provide employer paid sick leave. Most employers provide share of cost medical and most employers provide dental insurance, while many employers provide share of cost vision insurance and retirement plans. Some employers provide share of cost life insurance sick leave and vacation pay and few provide share of cost childcare.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 27 hours per week. Employees can expect to work alternate work hours of swing and graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being very difficult to find inexperienced employees. Most of the job vacancies occurred due to creation of new positions, while some occurred due to employee turnover, promotions and the addition of temporary hires. 69 Customer Service Representatives were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	64%
• Newspaper Ads	79%
• Private Employment Agencies	7%
• Walk-in Applicants	43%
• In-House Promotions or Transfers	57%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	7%
• Trade Journals	7%
• Other	14%

Size of Occupation

Not Available

Gender

28% Male 72% Female

Projections

Some employers expect employment to grow over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Annual Job Growth: Not Available

Where the Jobs are

Department Stores

Farm Suppliers

Motor Vehicle Dealers

Insurance Agencies

Dental Assistant

Surveyed 2000

DESCRIPTION (OES 660020)

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

15 employers responded; representing 45 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while a few employers required associate and bachelor degrees.

Many employers report previous work experience is not required, while some employers stated work experience is required. Few employers report previous work experience is not required but preferred. Many employers report no other occupational experience is accepted. Some employers report training is acceptable in lieu of experience, and almost all employers reported technical or vocational training is required for employment. Employers report word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time.

Other Qualifications: Candidates must be possess multi-cultural familiarity; able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; trained in CPR and first aid.

WAGES AND BENEFITS

*Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.50
Experienced/New to Firm:	\$6.00 - \$10.94	\$8.00
3 Years Experience with Firm:	\$7.50 - \$14.00	\$10.00

Other compensation was reported in the form of bonuses ranging from \$.19 to \$2.88 per hour.

Most employers provide employer paid vacation pay, while many provide dental insurance and sick leave. Some provide an employer paid retirement plan and few provide medical and vision insurance. Few employers provide share of cost dental insurance.

Hours

Full-time employees work an average of 38 hours per week while part-time employees work an average of 25 hours per week.

EMPLOYMENT TRENDS**Supply/Demand**

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to the creation of new positions, while some occurred due to employee turnover. Six Dental Assistants were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	40%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Walk-in Applicants	53%
• In-House Promotions or Transfers	0%
• School, Program Referrals	87%
• Colleges/Universities	27%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

Size of Occupation

Medium

Gender

13% Male 87% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 33.3%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Dental Offices and Clinics

Driver/Sales Workers

Surveyed 1999

DESCRIPTION

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or collect coins, and to refill and service vending machines. This includes newspaper delivery drivers.

15 employers responded, 58 employees represented. 100% of surveyed employees are male and 0% are female. (OES 971170)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Driver/Sales Workers need a high school diploma or the equivalent, and some employers accept less than a high school diploma or equivalency. Many employers surveyed require word processing and database skills.

Many employers (53%) require previous work experience, while 13% state they prefer employees have previous work experience. Few employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 47% state technical or vocational training is required.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$11.03	\$8.50
Experienced/New to Firm:	\$5.75 - \$14.00	\$8.50
3 Years Experience with Firm:	\$5.75 - \$15.82	\$10.00

*Yearly bonuses averaging \$1498 were reported.

Many employers provide paid medical insurance for full time employees. Some employers provide dental insurance and vacation benefits. Few employers provide a retirement plan and life insurance for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 26 hours per week and seasonal employees work 40 hours per week. All firms reported working day shifts and some firms operate swing shifts.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees and inexperienced employees were reported to be moderately difficult to find. Almost all of the job vacancies occurred due to employee turnover while few were due to the addition of new and temporary positions. 15 Driver/Sales Workers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 14.3%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit or stand for two or more hours at a time; pass a medical exam and drug test; lift 100lb.; and perform strenuous work.

Qualifications: Candidates must be able to work under pressure; possess record keeping skills; pay attention to detail; be willing to work weekends and over-time; possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	53%
• Newspaper Ads	73%
• Private Employment Agencies	13%
• Walk-in Applicants	67%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	7%
• Employment Development Department	40%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

WHERE THE JOBS ARE

Petroleum Bulk Stations and Terminals

Farm Supplies

Furniture Stores

Liquefied Petroleum Gas (Bottled Gas) Dealers

Electricians

Surveyed 1998

DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Services.

Six employers responded, 31 employees represented. 100% of surveyed employees are male.
(OES 872020) (DOT 824.261-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Electricians had a high school diploma or the equivalent. One had an Associates degree.

Most employers (67%) usually require previous work experience. 17% reported they sometimes or always require previous work experience. Many employers Never accept training as a substitute for work experience. Some employers sometimes accept training as a substitute, while few usually will accept training as a substitute for training.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$15.00	\$9.18
Experienced/New to Firm:	\$8.00 - \$18.00	\$10.50
3 Years Experience with Firm:	\$13.11 - \$25.00	\$15.75

All employers provided medical and dental insurance, paid sick leave and vacation. Many provided vision insurance and a retirement plan.

HOURS

Full time employees work an average of 40 hours per week. There were no part-time employees reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find fully experienced and qualified employees as well as inexperienced employees. All job vacancies were due to the creation of new positions. Two Electricians were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to: Work independently; communicate verbally in writing, and have good grammar.

Physical Abilities: Possess the stamina to stand or sit for two or more hours at a time; lift up to 50 lbs.; pass a medical exam and drug test.

Other Qualifications: Candidates must be able to work over-time hours, on-call, weekends and nights.; have a good driving record, be a problem solver; pay attention to detail and keep records.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	33%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Unsolicited Applicants	67%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	17%
• Other	0%

Farm Equipment Mechanics

Surveyed 1998

DESCRIPTION

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engine Specialists.

11 employers responded, 75 employees represented. 100% of surveyed employees are male.
(OES 853210) (DOT 624.281-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Farm Equipment Mechanics had a high school diploma or the equivalent. A few had college but no degree. A few had less than a high school education. Almost all employers required training as a diesel mechanic.

Most employers (73%) usually require work experience, while few always or sometimes require work experience. Many employers sometimes allow training as a substitute for work experience. Some employers report they never allow training a substitute for experience, while few usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No Union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.50	\$7.00
Experienced/New to Firm:	\$6.50 - \$12.00	\$8.00
3 Years Experience with Firm:	\$7.00 - \$18.00	\$12.00

All employers provide paid vacation, while almost all provide medical insurance. Most employers provide paid sick leave. Some employers provide dental, vision and life insurance, paid sick leave and a retirement plan.

HOURS

Full-time employees work an average of 43 hours per week while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experienced, qualified employees as well as inexperienced employees. Many job vacancies occurred due to employee turnover and replacement of temporary positions. Nine Farm Equipment Mechanics were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: No data available.

Projected Job Growth Rate: No data available.

Annual Job Growth: No data available.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to: Work independently and as a team; do repetitive work; communicate verbally in English and know basic math.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; be able to pass a medical exam and drug test; stand for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: work flexible schedules with over-time and week-end hours as needed; handle crisis; be able to solve problems and pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	64%
• Newspaper Ads	91%
• Private Employment Agencies	0%
• Unsolicited Applicants	64%
• In-House Promotions or Transfers	18%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	27%
• Union Hall Referrals	0%
• Other	0%

Farm Equipment Operators

Surveyed 1999

DESCRIPTION

Farm Equipment Operators drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.

15 employers responded, 180 employees represented. 100% of surveyed employees are male and 0% are female. (OES 790210)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Farm Equipment Operators did not need a high school diploma or the equivalent. Some employers reported a high School diploma or equivalent is required.

Some employers (27%) require previous work experience, while 40% state they prefer employees have previous work experience. Three employers report they accept other work experience. Six report training is acceptable in lieu of experience, while no employers report technical or vocational training is required. One employer reported training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$6.25
3 Years Experience with Firm:	\$5.75 - \$9.00	\$7.10

*Other compensation was reported in the form of in-kind housing averaging \$499.00 per month. Yearly bonuses were reported ranging from \$291.00 to \$1539.00.

Few employers provide paid sick leave, retirement plans, medical and life insurance. Some employers provide paid vacation.

HOURS

Full-time employees work an average of 49 hours per week while seasonal employees work an average of 61 hours per week. All employers report day shift hours are available, while some employers report swing shift hours are available.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees, as well as inexperienced employees. Few of job vacancies occurred due to employee turnover, while almost all are due to temporary hires. 62 Farm Equipment Operators were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years, while some employers expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 15.4%

Annual Job Growth: Faster than Average

*Size and growth data is only related to miscellaneous agriculture, forestry and fishing occupations.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand or sit for two or more hours at a time; perform strenuous work and be able to lift at least 100 lbs.

Other Qualifications: Candidates must be able to work weekends, part time, temporary and seasonal, and work overtime. Possess the ability to work under pressure and handle crisis; pay attention to detail, and possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Walk-in Applicants	73%
• In-House Promotions or Transfers	20%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Hog Ranch

Turkeys and Turkey Eggs

Farm Labor Contractors and Crew Leaders

Tree Nuts

Farmworkers, Farm and Ranch Animals

Surveyed 1999

DESCRIPTION

Farmworkers, Farm and Ranch Animal Workers attend to live farm or ranch animals that may include cattle, sheep, swine, goats, and poultry produced for animal products such as meat, fur, skins, feathers, milk, and eggs. Duties may include feeding, watering, herding, grazing, castrating, branding, debeaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticide as appropriate. May clean and maintain housing areas. Include workers who tend dairy milking machines, shear wool from sheep, collect eggs in hatcheries, place shoes on animals' hooves, and tend bee colonies.

15 employers responded, 217 employees represented. 97% of surveyed employees are male and 3% are female. (OES 798580)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers report new hired Farmworkers need less than a high school diploma. Few employers report Farmworkers need a high school diploma or equivalent. One employer reported database skills were needed.

Some employers (27%) require previous work experience, while 27% state work experience was preferred but not required. Few (20%) of employers surveyed report they accept other work experience. Many report training is acceptable in lieu of experience, while all employers state technical or vocational training is not required.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.25	\$6.08
Experienced/New to Firm:	\$5.75 - \$9.21	\$6.90
3 Years Experience with Firm:	\$6.58 - \$12.09	\$9.00

*Other compensation was reported in the form of in-kind housing averaging \$474.00 per month. Yearly bonuses were reported ranging from \$146.00 to \$562.00.

Many employers provide paid vacation and medical insurance, while few provide for paid sick leave, a retirement plan and dental insurance for full time employees. Some employers provide life insurance.

HOURS

Full-time employees work an average of 47 hours per week while part-time employees work an average of 30 hours per week. Almost all employees work day shift; many work the graveyard shift and some work swing shift.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported not difficult to find. Almost all of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 22 Farmworkers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years and few expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 15.00%

Annual Job Growth: Faster than Average

*Size and growth data is only related to miscellaneous agriculture, forestry and fishing occupations.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; perform strenuous work and be able to lift at least 50 lbs.

Other Qualifications: Candidates may be required to work nights, weekends, on-call and overtime. Possess the ability to work under pressure and handle crisis; pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	47%
• Private Employment Agencies	7%
• Walk-in Applicants	80%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	40%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Beef Cattle, Except Feedlots

Dairy Farms

Turkeys and Turkey Eggs

Sheep and Goats

Financial Managers

Surveyed 1999

DESCRIPTION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This includes managers in banks or similar institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

15 employers responded, 31 employees represented. 23% of surveyed employees are male and 77% are female. (OES 130020)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers report new hired Financial Managers need a high school diploma or the equivalent. Few employers report an Associate Degree is needed, while many report a Bachelor's Degree is required. 11 employers surveyed require word processing and spreadsheet skills, while 12 report database skills are needed.

Almost all employers (80%) require previous work experience, while 13% state they prefer employees have previous work experience. 20% of employers surveyed report they accept other work experience. 27% of employers surveyed report training is acceptable in lieu of experience, while 33% stated technical or vocational training is required. 7% of employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

*No Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.75 - \$19.18	\$10.23
Experienced/New to Firm:	\$7.67 - \$21.56	\$12.95
3 Years Experience with Firm:	\$9.00 - \$26.87	\$18.04

All employers provide paid vacation and sick leave while most provide for paid medical insurance for full time employees. Many employers provide dental insurance. Some employers provide vision and life insurance, and a retirement plan.

HOURS

Full-time employees work an average of 41 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Almost all job vacancies occurred due to employee

turnover and few were due to promotions. 11 Financial Managers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 8.3%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; be able to work over time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	80%
• Private Employment Agencies	7%
• Walk-in Applicants	47%
• In-House Promotions or Transfers	67%
• School, Program Referrals	7%
• Colleges/Universities	7%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	20%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Manufacturers of Canned Fruits, Vegetables, Preserves, Jams, and Jellies

State Commercial Banks

Personal Credit Institutions

Mortgage Bankers and Loan Correspondents

Food Preparation Workers

Surveyed 2000

DESCRIPTION (OES 650380)

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

17 employers responded; representing 169 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or equivalent is required. Many employers did not require a high school diploma or equivalent.

Most employers stated previous work experience was not required, while some employers reported work experience is required. Few employers report work experience is not required but preferred for new hires. Some employers report other work experience is acceptable. Some employers report training is acceptable in lieu of experience, while all employers reported technical or vocational training is not required for employment.

Skills

Basic Skills: Should possess English grammar, spelling skills and basic math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; able to lift 10 lbs. and do strenuous work.

Other Qualifications: Possess multi-cultural familiarity; candidates must be able to organize their time; pay attention to detail; be able to solve problems and work under pressure.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.48	\$5.75
Experienced/New to Firm:	\$5.75 - \$9.32	\$5.75
3 Years Experience with Firm:	\$6.00 - \$11.37	\$7.00

* Other compensation offered in the form of free meals averaging \$.50 per hour.

Few employers offer full-time employees paid medical, dental, vision insurance, sick leave and vacation pay. Share of cost medical, dental, vision and life insurance is offered to a few full and part-time employees as well as sick leave, vacation pay, retirement plan and child care.

Hours

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week, and temporary employees work an average of 25 hours per week. Shift hours of days, swing and graveyard could be expected of employees.

EMPLOYMENT TRENDS**Supply/Demand**

Employers reported it was very difficult to find fully experienced and qualified employees, and moderately difficult to find inexperienced employees. Many of the job vacancies occurred due to employee turnover, while some were due to new hires and promotions. 69 Food Preparation Workers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	76%
• Newspaper Ads	71%
• Private Employment Agencies	0%
• Walk-in Applicants	59%
• In-House Promotions or Transfers	24%
• School, Program Referrals	6%
• Colleges/Universities	0%
• Employment Development Department	24%
• Union Hall Referrals	0%
• Internet	12%
• Trade Journals	0%
• Other	29%

Size of Occupation

Very Large

Gender

34% Male 66% Female

Projections

Many employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth rate: 7.1%

Annual Job Growth: Slower than Average

Where the Jobs are

Eating Places

School Cafeterias

Forklift Operators

Surveyed 2000

DESCRIPTION (NON-OES 921683999)

Forklift Operators operate forklift to push, pull, lift, stack, tier or move products, equipment, or materials in warehouse, storage yard, or factory. 12 employers responded; representing 184 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Some employers reported a high school diploma or equivalent is required. Most employers did not require a high school diploma or equivalent.

Many employers required prior work experience, while most employers stated other work experience was acceptable. Few employers stated they preferred employees with prior work experience. Most employers report training is acceptable in lieu of experience, while almost all employers report training is not required for employment. Many applicants were expected to have software skills.

Skills

Basic Skills: Ability to work independently, as part of a team and ability to perform routine, repetitive work.

Physical Abilities: Ability to lift up to 50 lbs. And able to sit or stand continuously for 2 or more hours; ability to pass a medical exam and drug test.

Other Qualifications: Willingness to work nights, weekends, on-call and overtime. Able to keep detailed records; organizational and time management skills; problem solving skills; ability to handle crisis situations.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$9.07	\$7.13
3 Years Experience with Firm:	\$5.75 - \$13.04	\$9.00
<u>Union</u>		
Entry Level/No Experience:	\$7.65—\$9.93	\$8.00
Experienced/New to Firm:	\$7.65—\$9.93	\$8.00
3 Years Experience with Firm:	\$8.00—\$17.97	\$12.00

*Other compensation paid in the form of a bonus that averaged \$.05 per hr.

Many surveyed employers offer full-time employees paid medical and dental insurance, sick and vacation leave and a retirement plan. Some offer vision and life insurance. Share of cost medical, dental, vision and life insurance is offered to full-time employees along with a retirement plan.

Hours

Full-time employees work an average of 43 hours per week and seasonal employees work an average of 45 hours per week.

EMPLOYMENT TRENDS**Supply/Demand**

Many employers found it not difficult to find inexperienced employees, while many found it moderately difficult to find fully experienced and qualified applicants. Almost all vacancies filled were temporary, with few due to employee turnover, promotions or new positions. 152 Forklift Operators were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	58%
• Private Employment Agencies	17%
• Walk-in Applicants	83%
• In-House Promotions or Transfers	33%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	33%
• Union Hall Referrals	8%
• Internet	0%
• Trade Journals	0%
• Other	17%

Size of Occupation

No Data Available

Gender

86% Male 14% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 10.1%

Projected Job Growth Rate: No data Available

Annual Job Growth: No data available

Where the Jobs Are

Cheese Processing Plants
Lumber Dealers

Crop Preparation Services
Food Processors

General Managers and Top Executives

Surveyed 1998

DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

15 employers responded, 34 employees represented. 71% of surveyed employees are male and 29% are female.
(OES 190050) (DOT 188.167-058)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recently hired General Managers and Top Executives reported having an associates degree. Few employees reported having college units but no degree and few employees reported having a bachelors degree. Many employees reported having a high school diploma or equivalent and some reported having a graduates degree.

Almost all employers always require previous work experience, while few employers usually require previous work experience. Most employers (73%) never substitute training for work experience. Few employers reported they either sometimes or always allowed training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

No Union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.00 - \$38.36	\$11.99
Experienced/New to Firm:	\$8.00 - \$38.36	\$14.38
3 Years Experience with Firm:	\$11.05 - \$76.72	\$16.78

All employers provided medical insurance and paid vacations. Almost all employers provided paid sick leave and most provided dental insurance. Many employers provided life insurance. Some employers provide a retirement plan and vision insurance.

HOURS

Full time employees work an average of 42 hours per week. No part-time hours were reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced employees as well as inexperienced employees. Many job vacancies occurred due to employee turnover. Seven General Managers were hired in the last 12 months. 80% of employers surveyed expect employment to remain stable while 20% expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar ,spelling and math skills; be able to communicate both verbally and in writing; work independently.

Physical Abilities: A drug test is usually required. Employees should possess the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: handle crisis and work under stress; organize their time; be able to plan and organize their work and pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	53%
• Newspaper Ads	60%
• Private Employment Agencies	27%
• Unsolicited Applicants	47%
• In-House Promotions or Transfers	73%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Other	0%

General Office Clerks

Surveyed 1998

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of book-keeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

15 employers responded, 59 employees represented. 98% of surveyed employees are female and 2 % male.
(OES 553470) (DOT 209.562-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recent hired General Office Clerks had a high school diploma or the equivalent. Few had college units but no post-secondary degree.

Many employers (47%) usually require previous work experience, while some employers sometimes and some employers never require work experience. Many never accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.54	\$6.00
Experienced/New to Firm:	\$5.75 - \$9.00	\$7.00
3 Years Experience with Firm:	\$7.00 - \$11.50	\$9.00

All employers provided paid vacation. Almost all employers provided medical insurance and paid sick leave. Most employers provided dental insurance. Few employers provided vision insurance, a retirement plan or life insurance.

HOURS

Full-time employees worked an average of 40 hours per week while part-time employees work an average of 19 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and qualified employees as well as inexperienced employees. 8 General Office Clerks were hired in the last 12 months. Most of job vacancies occurred due to employee turnover. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 4.1%

Annual Job Growth: Slower than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work as a team and independently.

Physical Abilities: Be able to lift 10 lbs. and sit for two or more hours at a time.

Other Qualifications: Candidates must be able to: work with multi-cultural groups; work over-time hours as needed; be able to keep detail records; work under pressure and handle crisis; manage and organize their time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	27%
• Newspaper Ads	60%
• Private Employment Agencies	0%
• Unsolicited Applicants	80%
• In-House Promotions or Transfers	27%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Guards and Watch Guards

Surveyed 2000

DESCRIPTION (OES 630470)

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

8 employers responded; representing 148 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while few reported a high school diploma or equivalent is not required.

Most employers report previous work experience is not required, while a few employers stated work experience is not required but preferred. Most employers report other work experience is accepted. Some employers report training is acceptable in lieu of experience. Most employers reported technical or vocational training is not required for employment, while a few stated training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand and/or stand for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must possess multi-cultural familiarity; be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record; trained in CPR and first aid.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$8.00	\$6.63
Experienced/New to Firm:	\$6.50 - \$9.00	\$7.00
3 Years Experience with Firm:	\$7.50 - \$10.00	\$8.00
<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$0.00 - \$0.00	\$0.00
Experienced/New to Firm:	\$9.28 - \$9.28	\$9.28
3 Years Experience with Firm:	\$10.25 - \$10.25	\$10.25

* Other compensation was reported in the form of a bonus averaging \$.29 per hour.

Some employers provide employer paid vacation and sick leave. Few employers provide employer paid medical, dental, vision and life insurance and a retirement plan. Most employers provide share of cost medical and dental insurance, while many provide share of cost vision insurance. Some employers provide share of cost life insurance, sick leave and vacation pay, and a retirement plan, while few provide a child care.

Hours

Full-time employees work an average of 39 hours per week, while part-time employees work an average of 25 hours per week. Employees can expect to work shifts consisting of day, swing, graveyard hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Many of the job vacancies occurred due to employee turnover and the creation of new positions, while a few were due to employee promotions and temporary hires. 100 Guards and Watchguards hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	75%
• Newspaper Ads	75%
• Private Employment Agencies	13%
• Walk-in Applicants	50%
• In-House Promotions or Transfers	50%
• School, Program Referrals	0%
• Colleges/Universities	10%
• Employment Development Department	38%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

Size of Occupation

Large

Gender

75% Male 25% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 7.1%

Projected Job Growth: 23.1%

Annual Job Growth: Slower than Average.

Where the Jobs are

Department Stores
Governmental Agencies

Security Guard Services
Shopping Centers

Hand Packers and Packagers

Surveyed 1998

DESCRIPTION

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

7 employers responded, 285 employees represented. 67% of surveyed employees are female and 33% are male.
(OES 989020) (DOT 920.687-098)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most hired Hand Packers and Packagers had less than a high school diploma. Some had a high school diploma or the equivalent. Almost all employers never require previous work experience, while few employers sometimes require work experience. Almost all employers never substitute training for work experience.

Almost all employers (86%) never require previous work experience, while 14% employers require work experience. Almost all employers (86%) never substitute training for work experience, while 14% sometimes substitute training for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.39	\$6.75
Experienced/New to Firm:	\$5.75 - \$9.00	\$6.90
3 Years Experience with Firm:	\$5.75 - \$14.63	\$7.90

All employers provided medical insurance, while many provided dental insurance and paid vacation. Some employers provided life insurance, paid vacation and a retirement plan.

HOURS

Full time employees work an average of 42 hours per week. No part-time hours were reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find full experienced and qualified employees as well as inexperienced employees. Almost all of job vacancies occur due to temporary hires. 60 Hand Packers and Packagers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large.

Projected Job Growth Rate: 7.1%

Annual Job Growth: Slower than average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to do repetitive work and work as a team.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules, weekends, over-time and seasonal employment; work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	14%
• Private Employment Agencies	29%
• Unsolicited Applicants	86%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	14%
• Other	

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Surveyed 1998

DESCRIPTION

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

14 employers responded, 71 employees represented. 99% of surveyed employees are male and 1% are female.
(OES 859020) (DOT 637.261-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recent hired Heating and Air Conditioning hires had a high school diploma or the equivalent. 9 employers reported that employees needed Heating and Air Certification.

Many employers (57%) usually require work experience while some employers sometimes require work experience. Few reported always requiring work experience. Many employers sometimes accept training as a substitute for work experience while some usually allow training as a substitute for work experience. Few never accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.25
Experienced/New to Firm:	\$6.00 - \$26.37	\$7.75
3 Years Experience with Firm:	\$8.00 - \$27.81	\$14.00

Almost all employers provide paid vacation. Most employers provide medical insurance. Some employers provide paid sick leave, while few provide dental and vision insurance.

HOURS

Full-time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find both fully experienced and qualified employees as well as inexperienced employees. Many of the job vacancies occurred due to employee turnover. 31 Heating & Air Conditioning employees were hired in the last 12 months. Almost all employers expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to work independently and as a team; possess basic math skills; communicate effectively in writing and verbally; do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; stand for two or more hours at a time; pass a medical exam.

Other Qualifications: Candidates must be able to: pay attention to detail; problem solve; work weekends, over-time and part-time hours; have a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	64%
• Newspaper Ads	71%
• Private Employment Agencies	7%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	7%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	36%
• Union Hall Referrals	0%
• Other	0%

Helpers – All other Construction Trade Workers

Surveyed 1999

DESCRIPTION

Construction trade helpers assist workers in the construction trades as brick masons, carpenters, electricians, painters, plumbers, and surveyors. They perform duties of lesser skills such as furnishing tools, materials, and supplies to other workers, cleaning work areas, machines, and tools, and holding materials or tools for other workers. This does not include apprentice workers.

15 employers responded, 53 employees represented. 92% of surveyed employees are male and 8% are female. (OES 983190999)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some employers reported that new hired Helpers were required to possess a high school diploma or the equivalent.

Few employers (33%) require previous work experience, while 33% state they prefer employees have previous work experience. Five employers report they accept other work experience. Five report training is acceptable in lieu of experience, while 7% stated technical or vocational training is required.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$7.00
Experienced/New to Firm:	\$5.75 - \$8.00	\$7.00
3 Years Experience with Firm:	\$5.75 - \$15.00	\$10.00

Few employers report they provide paid sick leave, and medical and dental insurance.

HOURS

Full-time employees work an average of 41 hours per week. Temporary On-call employees work an average of 33 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees or inexperienced employees. Some of the job vacancies occurred due to employee turnover and some were due to the addition of new positions. 28 Helpers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Small

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

*Size and growth data only related to the general category of construction trades, extractive – helpers.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to work as a team member and do repetitive work.

Physical Abilities: Must be able to lift at least 50 lbs., and possess the stamina to perform strenuous work and stand for two or more hours.

Other Qualifications: Candidates must be able to work weekends and over time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	87%
• Newspaper Ads	47%
• Private Employment Agencies	13%
• Walk-in Applicants	73%
• In-House Promotions or Transfers	7%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

WHERE THE JOBS ARE

General Contractors-Single-Family Houses

General Contractors-Nonresidential Buildings, Other Than industrial Buildings and Warehouses

Roofing, Siding, and Sheet Metal Work

Painting and Paper Hanging

Industrial Truck and Tractor Operators

Surveyed 2000

DESCRIPTION (OES 979470)

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with forklift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

10 employers responded; representing 127 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or equivalent is required, while many report a high school diploma or equivalent is not required.

Most employers report previous work experience is required, while few report work experience is not required but preferred. Many employers report no other occupational experience is accepted. Many report training is not acceptable in lieu of experience. Most employers reported technical or vocational training is not required for employment, while a few report technical or vocational training is not required but preferred. Some employers report technical or vocational training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record.

WAGES AND BENEFITS

Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.60 - \$11.21	\$8.00
Experienced/New to Firm:	\$6.60 - \$11.21	\$9.25
3 Years Experience with Firm:	\$7.99 - \$18.00	\$10.25

* Other compensation was reported in the form of a bonus averaging \$.67 per hour.

Almost all employers provide employer paid vacation pay, while most provide medical, dental, life insurance, sick leave and a retirement plan. Many employers provide employer paid vision insurance. Some employers provide share of cost medical insurance, and a few provide share of cost dental insurance.

Hours

Full-time employees work an average of 44 hours per week. Employees can expect to work shifts consisting of day, swing, and graveyard hours.

EMPLOYMENT TRENDS**Supply/Demand**

Employers reported it was moderately difficult to find fully experienced and qualified and inexperienced employees. Many of the job vacancies occurred due to temporary hires, while some due to employee turnover and a few occurred due to the creation of new positions. 20 Industrial Truck and Tractor Operators were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	60%
• Newspaper Ads	90%
• Private Employment Agencies	30%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	20%
• School, Program Referrals	0%
• Colleges/Universities	10%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	10%

Size of Occupation

Very Large

Gender

100% Male 0% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 15.4%

Annual Job Growth: Much Faster than Average

Where the Jobs Are

Trucking and Courier Services
Farm Product Wholesalers

Farm Product Warehousing
Petroleum Wholesalers

Instructional Aides

Surveyed 1998

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

16 employers responded, 274 employees represented. 98% of surveyed employees were female and 2% were male.
(OES 315211) (DOT 099.327-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recent hired Instructional Aides had a high school diploma or the equivalent. Few employees reported having college units but no post-secondary degree. Some employers reported Instructional Aides must possess the required units for Early Childhood Education. Most employers report that employees need to pass a proficiency test. An employer may require classroom training in office machines.

Many employers (50%) sometimes require work experience, while many employees usually require work experience. Few employer always require work experience. Many employers sometimes allow training as a substitute for work experience. Some employers usually allow training to substitute for work experience. A few either always and a few never allow training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.76	\$6.00
Experienced/New to Firm:	\$6.00 - \$8.96	\$7.71
3 Years Experience with Firm:	\$6.75 - \$10.82	\$9.56
<u>Union</u>		
Entry Level/No Experience:	\$6.96 - \$9.25	\$7.42
Experienced/New to Firm:	\$6.96 - \$9.25	\$8.00
3 Years Experience with Firm	\$7.26 - \$10.70	\$8.38

Almost all employers provided medical insurance and paid sick leave for full-time employees. Most employers provided dental insurance and paid vacation for full-time employees. Many employers provide vision and life insurance for full-time employees while some provide a retirement plan.

Some employers provide paid sick leave and vacation for part-time employees.

HOURS

Full-time employees work an average of 40 or less hours pr week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find fully experienced and qualified employees and inexperienced employees as well. Most of job vacancies occurred due to employee turnover. 42 Instructional Aides were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to stand for two or more hours at a time and lift up to 10 lbs.

Other Qualifications: Candidates must be able to: work part-time, seasonal and temporary hours ; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	75%
• Newspaper Ads	88%
• Private Employment Agencies	0%
• Unsolicited Applicants	44%
• In-House Promotions or Transfers	31%
• Public Schools or Program Referrals	31%
• Private School Referrals	0%
• Employment Development Department	6%
• Union Hall Referrals	0%
• Other	6%

Janitors and Cleaners – Except Maids and Housekeeping

Surveyed 1999

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler. Performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Maids and Housekeepers are not included.

14 employers responded, 114 employees represented. 66% of surveyed employees are male and 34% are female. (OES 670050)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Janitors need a high school diploma or the equivalent, while some employers report less than a high school diploma is acceptable.

Few employers require previous work experience or have a preference for employees with previous work experience. Few employers report training is acceptable in lieu of experience.

WAGES AND FRINGE BENEFITS

<i>Non-Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.18	\$6.38
Experienced/New to Firm:	\$5.75 - \$8.18	\$6.38
3 Years Experience with Firm:	\$6.50 - \$9.68	\$7.50

<i>Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$10.10	\$9.35
Experienced/New to Firm:	\$8.72 - \$13.00	\$10.14
3 Years Experience with Firm:	\$10.42 - \$14.90	\$12.71

Most employers provide paid vacation and sick leave for full time employees. Many employers provide medical, dental and vision insurance. Some employers provide a retirement plan and few provide life insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week. Temporary employees work an average of 20 hours per week and seasonal employees work an average of 15 hours per week. Most employees have day shifts available and many have swing shift while few work the graveyard shift.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees or inexperienced employees. Most of the job vacancies occurred due to employee turnover. Few job vacancies occurred due to promotions or the addition of new positions. 21 Janitors were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 8.8%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to communicate verbally; work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift 50 or more lb.; pass a medical exam.

Other Qualifications: Candidates must be able to work nights; organize their time; pay attention to detail and be able to solve problems.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	64%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	14%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	14%

WHERE THE JOBS ARE

Department Stores

Building Cleaning and Maintenance Services

Elementary and Secondary Schools

Executive and Legislative Offices

Laborers, Landscaping and Groundskeeping

Surveyed 1999

DESCRIPTION

Landscaping and Groundskeeping Laborers landscape and /or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

15 employers responded, 68 employees represented. 100% of surveyed employees are male and 0% are female. (OES 790410)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most all employers report that new hired Landscaping and Groundskeeping Laborers need a high school diploma or the equivalent, while some employers report that less than a high school or equivalency is acceptable.

Few employers (7%) require previous work experience, while 40% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 7% stated technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

Non-Union	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$6.13
3 Years Experience with Firm:	\$5.75 - \$10.00	\$8.57

Union	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$15.68	\$10.10
Experienced/New to Firm:	\$10.00 - \$15.68	\$11.00
3 Years Experience with Firm:	\$13.13 - \$16.41	\$14.90

Many employers provide paid vacation and medical insurance for full time employees. Some employers provide a dental, vision, life insurance, sick leave and a retirement plan.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 18 hours per week, and seasonal employees work 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported to not be difficult to find. Some of the job vacancies occurred due to employee turnover, the addition of new positions and temporary help. 25 Landscaping and Groundskeeping Laborers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 14.3%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess basic math skills; be able to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stand for two or more hours at a time; perform strenuous work; lift 50 lb. and pass a medical exam.

Other Qualifications: Candidates must be pay attention to detail and be able to solve problems; work under pressure and work over-time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	87%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	7%
• School, Program Referrals	13%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Amusement and Recreation Services

Lawn and Garden Services

Retail Nurseries, Lawn and Garden Supply Stores

Elementary and Secondary Schools

Licensed Vocational Nurses

Surveyed 1998

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

11 employers responded, 72 employees represented. 94% of surveyed employees are female and 6% are male.
(OES 325050) (DOT 079.374-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Licensed Vocational Nurses had a high school diploma or the equivalent. Few had college units but no post-secondary degree. 9% had Bachelor degree(s) and 9% had Graduate degrees. All employers required that Licensed Vocational Nurses be licensed by the State of California. Many employers sometimes accept training as a substitute for experience.

Most employers (73%) sometimes require previous work experience, while 18% usually require work experience as a Licensed Vocational Nurse and the remaining 9% of employers always require previous work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.21-\$13.14	\$10.00
Experienced/New to Firm:	\$7.21-\$13.67	\$11.97
3 Years Experience with Firm:	\$9.50-\$17.36	\$13.00

All employers provided medical insurance, dental insurance and paid sick leave. Almost all provided paid vacation. Many provided a retirement plan and some provided life insurance.

HOURS

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced employees. Employers reported it was a little difficult to find inexperienced workers. Almost all job vacancies occurred due to employee turnover. Six LVN's were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 100 lbs.; possess the stamina to sit and stand for two or more hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules and over-time hours as needed; manage time and organize work; handle conflict and work in stressful situations; and keep detailed records.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	18%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	27%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Machinery Maintenance Mechanics

Surveyed 2000

DESCRIPTION (OES 851190)

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Please do not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

15 employers responded; representing 137 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or equivalent is required, while most report a high school diploma or equivalent is not required.

Almost all employers report previous work experience is required, while some employers stated other work experience is accepted. Many employers report training is acceptable in lieu of experience, while many employers reported technical or vocational training is not required for employment. Some employers report technical or vocational training is not required but preferred. Employees are expected to possess software skills in word processing, spreadsheets and database.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$8.00	\$7.00
Experienced/New to Firm:	\$6.00 - \$16.00	\$9.75
3 Years Experience with Firm:	\$8.00 - \$18.00	\$12.25
<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.23 - \$8.23	\$8.23
Experienced/New to Firm:	\$8.23 - \$14.80	\$10.63
3 Years Experience with Firm:	\$11.72 - \$18.48	\$11.96

* Other compensation was reported in the form of tips and bonuses ranging from \$.24 to \$.58 per hour.

Almost all employers provide employer paid vacation pay, while most provide sick leave. Many employers provide employer paid life insurance and a retirement plan, while some employers provide employer paid medical, dental and vision insurance. Most employers provide share of cost medical insurance, while many provide share of cost dental insurance. Some employers provide share of cost vision insurance and a retirement plan, while few provide a life insurance.

Hours

Full-time employees work an average of 43 hours per week. Employees can expect to work shifts consisting of day, swing, graveyard and weekend hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Many of the job vacancies occurred due to employee turnover, while some occurred due to the creation of new positions and few due to employee promotions. 22 Machinery Maintenance Mechanics were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	53%
• Newspaper Ads	80%
• Private Employment Agencies	13%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	40%
• Union Hall Referrals	7%
• Internet	7%
• Trade Journals	0%
• Other	13%

Size of Occupation

Large

Gender

91% Male 9% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 23.1%

Annual Job Growth: Much Faster than Average.

Where the Jobs Are

Dairy Processing
Food Processing Manufacturers

General Farming Operations
Public Works

Maintenance Repairers - General Utility

Surveyed 1998

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing; aligning and balancing new equipment; and repairing buildings, floors, or stairs.

12 employers responded, 77 employees represented. 99% of surveyed employees are male, 1% are female.
(OES 851320) (DOT 899.381-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some recent hired Maintenance Repairers had a high school diploma or the equivalent. Most had college units but no post-secondary degree.

Many employers sometimes require previous work experience, while 33% always require previous work experience. 25% of employers surveyed usually require previous work experience.

Many employers will sometimes allow training to substitute for work experience, while some employers reported they usually or never allowed training to be a substitute for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$16.00	\$10.52
Experienced/New to Firm:	\$7.00 - \$17.00	\$11.81
3 Years Experience with Firm:	\$9.00 - \$18.00	\$13.80

All employers provide paid vacation. Almost all provide medical insurance and paid sick leave, while most provide Dental and Vision insurance. Many employers provide a retirement plan and some provide life insurance.

HOURS

Full-time employees work an average of 41 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find fully experienced and qualified employees. Employers reported it was a little difficult finding inexperienced employees. Many job vacancies occur due to employee turnover. 22 employees were hired in the last 12 months. Most employers report they expect employment to grow over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 13.3%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills and be able to communicate verbally and in writing; ability to work as a team and independently; ability to do repetitive work.

Physical Abilities: Ability to lift 100 lbs. and do strenuous work as well as stand for two or more hours at a time.

Other Qualifications: Candidates must be able to : work weekends and overtime as needed; manage time and organize their work; pay attention to detail and be able to solve problems; able to handle crisis; possess a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	58%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	17%
• Public Schools or Program Referrals	17%
• Private School Referrals	0%
• Employment Development Department	25%
• Union Hall Referrals	8%
• Other	0%

Medical Assistants

Surveyed 1999

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

15 employers responded, 34 employees represented. 07% of surveyed employees are male and 100% are female. (OES 660050)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Medical Assistants need a high school diploma or the equivalent, while almost all employers require a high school diploma or equivalent. Some employers require word processing skills and many require database skills.

Few employers (7%) require previous work experience, while 73% state they prefer employees have previous work experience. Many employers report they accept other work experience. Most report training is acceptable in lieu of experience, while few employers surveyed report training is not required but preferred. Training for Medical Assistants include State certification as a Nursing Assistant (CNA).

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.50	\$6.25
Experienced/New to Firm:	\$6.00 - \$8.50	\$7.00
3 Years Experience with Firm:	\$7.50 - \$10.75	\$9.50

Almost all employers provide paid vacation, sick leave, and medical insurance for full time employees. Many employers provide dental insurance and some employers provide vision and life insurance and a retirement plan for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Almost

all of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 12 Medical Assistants were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift 10 lb. and pass a medical exam.

Other Qualifications: Candidates must be able to work with different cultures; organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; trained in CPR and know First Aid.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	87%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	0%
• School, Program Referrals	27%
• Colleges/Universities	7%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Offices and Clinics of Doctors of Medicine

Offices and Clinics of Podiatrists

Offices and Clinics of Health Practitioners

General Medical and Surgical Hospitals

Medical Secretaries

Surveyed 2000

DESCRIPTION (OES 551050)

Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

15 employers responded; representing 48 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Most employers require previous work experience, while few employers stated work experience is not required but preferred. Many employers report other work experience is acceptable. Most employers report training is not acceptable in lieu of experience, while most employers reported technical or vocational training is not required for employment. Few employers stated technical or vocational training is not required but preferred. Employers reported word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; willing to participate in drug testing.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess supervisory skills and plan the work of others.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.00	\$6.50
Experienced/New to Firm:	\$6.00 - \$10.00	\$8.00
3 Years Experience with Firm:	\$7.00 - \$13.00	\$10.00

Almost all employers provide employer paid vacation pay, while most provide employer paid medical and sick leave. Many employers provide employer paid dental and life insurance, while some provide vision insurance and a retirement plan. Few employers provide share of cost medical, dental, vision and life insurance as well as a retirement plan.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 25 hours per week.

EMPLOYMENT TRENDS**Supply/Demand**

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to employee turnover, while some occurred due to new positions. 14 Medical Secretaries were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	67%
• Newspaper Ads	80%
• Private Employment Agencies	7%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	13%
• School, Program Referrals	20%
• Colleges/Universities	7%
• Employment Development Department	27%
• Union Hall Referrals	0%
• Internet	13%
• Trade Journals	0%
• Other	7%

Size of Occupation

Medium

Gender

2% Male 98% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 25%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Medical Doctors Offices
Chiropractic Offices

Dental Offices
Specialty Outpatient Clinics

Nurses Aides

Surveyed 1998

DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

5 employers responded, 194 employees represented. 98% of surveyed employees are female and 2% male.
(OES 660080) (DOT 355.674-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All surveyed Nurses Aides had a high school diploma or the equivalent. Few had college units but no post-secondary degree. All employers required that Nurses Aides be licensed by the State of California.

Almost all employers (80%) sometimes require prior work experience, while 20% usually require previous work experience. 60% of employers sometimes will accept training as a substitute for experience, while the remaining 40% usually will accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.28	\$6.35
Experienced/New to Firm:	\$5.75 - \$8.00	\$6.45
3 Years Experience with Firm:	\$5.75 - \$10.00	\$8.00

All employers provided medical insurance, paid sick leave and paid vacation. Almost all provided dental insurance, while few provided vision and life insurance and a retirement plan.

HOURS

Full-time employees work an average 40 hours per week, while part-time employees work 28 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find fully experienced and qualified employees. Employers reported it was somewhat difficult to find inexperienced employees. Almost all of the job vacancies occurred due to employee turnover. 24 Nurses Aides were hired in the last 12 months. All employers expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 16.7%

Annual Job Growth: Much Faster than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess good verbal skills and be able to write and speak English. They must be able to work: independently and as a team; do repetitive work.

Physical Abilities: Be able to stand for two or more hours; pass a medical exam; lift up to 50 lbs.

Other Qualifications: Candidates must be able to: work nights, weekends and over-time hours; be trained in CPR & First Aide; handle crisis.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	20%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	60%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Opticians—Dispensing and Measuring

Surveyed 2000

DESCRIPTION (OES 325140)

Optician's design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. This includes Contact Lens Opticians.

Eight employers responded; representing 22 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Many employers report previous work experience is not required, while some employers stated work experience is not required but preferred. Some employers report other work experience is acceptable. Some employers report training is acceptable in lieu of experience, while most employers reported technical or vocational training is not required for employment. Employers report word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing.

Other Qualifications: Candidates must be possess multi-cultural familiarity; able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure.

WAGES AND BENEFITS

*Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$7.50	\$6.50
Experienced/New to Firm:	\$6.25 - \$9.00	\$7.25
3 Years Experience with Firm:	\$7.00 - \$13.00	\$8.75

Other compensation was reported in the form of bonuses averaging \$1.29 per hr. and commissions averaging \$.58 per hour.

Some employers provide employer paid vision insurance and sick leave, while few provide employer paid life insurance. Many employers provide employer paid vacation hours. Some employers provide share of cost medical, dental, vision and life insurance, sick leave, and as a retirement plan. Few employers provide share of cost vacation and child care.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 17 hours per week. Shift hours could be required by employers that include day, swing, graveyard and weekend hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to employee turnover, while some occurred due to the creation of new positions. Four Opticians were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	100%
• Newspaper Ads	75%
• Private Employment Agencies	0%
• Walk-in Applicants	25%
• In-House Promotions or Transfers	50%
• School, Program Referrals	25%
• Colleges/Universities	0%
• Employment Development Department	25%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

Size of Occupation

Small

Gender

27% Male 73% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Optometrists Offices and Clinics

Optical Goods Stores

Painters, Paperhangers-Construction and Maintenance

Surveyed 1998

DESCRIPTION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

4 employers responded, 5 employees represented. 100% of surveyed employees are male.

(OES 874020) (DOT 840.381-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Painters had a high school diploma or the equivalent

Many employers reported they usually or sometimes will require previous work experience. Many employers reported they always or never require training as a substitute for work experience as a Painter.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$6.00
Experienced/New to Firm:	\$6.50 - \$10.00	\$6.50
3 Years Experience with Firm:	\$7.50 - \$14.00	\$8.00
<u>Union</u>		
Entry Level/No Experience:	\$7.00 - \$7.00	\$7.00
Experienced/New to Firm:	\$8.00 - \$8.00	\$8.00
3 Years Experience with Firm	\$14.00 - \$14.00	\$14.00

All employers provided medical insurance and paid vacation. No other fringe benefits were reported as being provided.

HOURS

Full-time employees worked an average of 40 hours per week., while part-time employees work 32 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and inexperienced applicants. No vacancies were reported during the last 12 months and most employers expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Should possess English grammar, spelling and math skills; work independently, as a team and do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.

Other Qualifications: Candidates must be able to: pay attention to detail; handle crisis; organize their time; be able to solve problems; possess a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	50%
• Newspaper Ads	25%
• Private Employment Agencies	0%
• Unsolicited Applicants	25%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	25%
• Other	0%

Pharmacy Technicians

Surveyed 2000

DESCRIPTION (OES 325180)

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Eight employers responded; representing 21 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Some employers require previous work experience, while some employers stated work experience is not required but preferred. Most employers report no other work experience is accepted. Some employers report training is acceptable in lieu of experience, while many employers reported technical or vocational training is not required for employment. Few employers stated technical or vocational training is not required but preferred. Employers reported computer software skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing.

Other Qualifications: Candidates must possess multi-cultural familiarity; be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess supervisory skills and plan the work of others.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$9.25	\$7.00
Experienced/New to Firm:	\$6.50 - \$12.00	\$8.25
3 Years Experience with Firm:	\$7.50 - \$14.00	\$11.50

* Other compensation was reported in the form of commissions averaging \$10.00 per hr.

Most employers provide employer paid vacation pay, while many provide employer paid sick leave. Some employers provide employer paid medical, dental, vision and life insurance and a retirement plan. Most employers provide share of cost medical insurance and many provide share of cost retirement plans. Some provide share of cost dental, vision and life insurance, sick and vacation leave.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 28 hours per week. Shift hours could be required by employers that include day, swing, graveyard and weekend hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. All of the job vacancies occurred due to employee turnover. One Pharmacy Technician was hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Walk-in Applicants	88%
• In-House Promotions or Transfers	50%
• School, Program Referrals	13%
• Colleges/Universities	25%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	13%
• Trade Journals	0%
• Other	13%

Size of Occupation

Information is Not Available

Gender

5% Male 95% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: Information is Not Available

Annual Job Growth: Information is Not Available

Where the Jobs are

Drug Stores General Medical and Surgical Hospitals

Real Estate Clerks

Surveyed 2000

DESCRIPTION (OES 539140)

Real Estate Clerks perform duties concerned with rental, sale, and management of real estate, such as typing copies of listings, computing interest owed or penalty payments, holding collateral in escrow, and checking due notices on taxes and renewal dates of insurance and mortgage loans.

Five employers responded; representing 10 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Almost all employers require previous work experience, while some employers stated other work experience is acceptable. Some employers report training is acceptable in lieu of experience, while all employers reported technical or vocational training is not required for employment. All firms reported word processing skills are required, while most employers required skills in using database and desktop publishing software. Some employers required employees have skills with spreadsheet software.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; be able to solve problems and work under pressure.

WAGES AND BENEFITS

Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.00	\$6.25
Experienced/New to Firm:	\$5.75 - \$7.50	\$6.50
3 Years Experience with Firm:	\$7.00 - \$10.00	\$7.50

Some employers provide only paid sick leave and vacation pay.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to employee turnover, while some were temporary hires. Six Real Estate Clerks were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	100%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	20%
• School, Program Referrals	20%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

Size of Occupation*

Very Large

Gender

20% Male 80% Female

Projections

Almost all employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Growth Rate:* 10.3%

Annual Job Growth:* Average

*Size of occupation, Projected growth rate, Annual job growth information is based on OES code 539000 – Misc. Industry Specific Clerical, as no specific data is available for Real Estate Clerks in Kings County.

Where the Jobs Are

Real Estate Offices

Receptionists and Information Clerks

Surveyed 1999

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please who primarily operate switchboards are not included.

16 employers responded, 44 employees represented. 7% of surveyed employees are male and 93% are female. (OES 553050) (DOT 237.367-038)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Receptionists need a high school diploma or the equivalent. Almost all employers surveyed require word processing skills, while many require spreadsheet and database skills.

Few employers (19%) require previous work experience, while 50% state they prefer employees have previous work experience. Almost all employers report they accept other work experience. 73% report training is acceptable in lieu of experience, while 13% stated technical or vocational training is required. Few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$10.13	\$6.00
Experienced/New to Firm:	\$5.75 -10.13	\$6.50
3 Years Experience with Firm:	\$6.50 - \$10.36	\$8.25

Almost all employers provide paid vacation, while many provide for paid sick leave. Many employers provide medical insurance. Some employers provide a retirement plan and few provide for dental, vision and life insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 27 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be moderately difficult to find. Many of the job vacancies occurred due to employee turnover and some were due to the addition of new positions. 19 Receptionists were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.8%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	100%
• Newspaper Ads	53%
• Private Employment Agencies	0%
• Walk-in Applicants	42%
• In-House Promotions or Transfers	47%
• School, Program Referrals	0%
• Colleges/Universities	42%
• Employment Development Department	11%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	5%

WHERE THE JOBS ARE

Veterinary Services for Animal Specialties

Insurance Agents, Brokers, and Service

Title Abstract Offices

Offices and Clinics of Optometrists

Salespersons - Retail (Except Vehicle Sales)

Surveyed 1998

DESCRIPTION

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

15 employers responded, 963 employees represented. 83% of surveyed employees are female and 17% are male.
(OES 490112) (DOT 279.357-054)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recent hired Salespersons had a high school diploma or the equivalent. Few employees reported having college units but no post-secondary degree.

Most employers reported they sometimes require work experience at hire. Some reported they usually require previous work experience. 7 % reported they never require work experience.

Most employers (73%) report they sometimes accept training as a substitute for work experience. 27% reported they never substitute training for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$11.03	\$6.25
3 Years Experience with Firm:	\$6.25 - \$17.26	\$7.50

Almost all employers provided medical insurance, while most provided paid sick leave. Many employers provided paid vacation to full-time employees.

HOURS

Full-time employees work an average of 39 hours per week. part-time employees 26 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and qualified employees as well as inexperienced employees. 371 Salespersons were hired in the last 12 months. Most vacancies occurred due to temporary hires. Almost all employers surveyed expect employment to remain stable over the next three years..

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to: work as a team and independently; possess verbal skills and ability to do basic math.

Physical Abilities: Possess the stamina to stand for two or more hours at a time and lift at least 10 lbs.

Other Qualifications: Candidates must be able to: work part-time, seasonal and temporary hours ; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	20%
• Private Employment Agencies	0%
• Unsolicited Applicants	93%
• In-House Promotions or Transfers	13%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Other	7%

Secretaries, Except Legal and Medical

Surveyed 1998

DESCRIPTION

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various and other assigned clerical duties. Please do not include Medical and Legal Secretaries.

15 employers responded, 51 employees represented. 100% of surveyed employees are female.
(OES 551080) (DOT 201.362-030)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recent hired Secretaries had a high school diploma or the equivalent. Many had college units but no post-secondary degree.

Many employers (53%) usually require previous work experience, while 33% of employers always require previous work experience. 13% of employers sometimes require previous work experience. Most employers (73%) sometimes will substitute training for work experience, while 20% employers usually will substitute training for work experience. Few never allow training to substitute for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$10.37	\$8.00
Experienced/New to Firm:	\$6.00 - \$10.70	\$8.46
3 Years Experience with Firm:	\$7.50 - \$16.00	\$10.00

Almost all employers of full-time employees provide Medical insurance, paid sick leave and vacation. Most employers provide dental insurance while many provide vision insurance and a retirement plan. Some provide life insurance policies. Few employers provide medical, dental and life insurance and a retirement plan for part-time employees.

HOURS

Full-time employees work an average of 39 hours per week while part-time employees work an average of 21 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experienced and qualified employees and somewhat difficult to find inexperienced employees. Many job vacancies are due to employee turnover. Eight Secretaries were hired in the last 12 months. Almost all employers expect employment to remain stable over the next three years. 14% of employers expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 2.8%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to sit for two or more hours at a time and lift up to 10 lbs.

Other Qualifications: Candidates must be able to: keep detailed records; handle crisis; manage and organize time. It's desirable that candidates must be willing to work overtime hours as needed..

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Unsolicited Applicants	13%
• In-House Promotions or Transfers	27%
• Public Schools or Program Referrals	27%
• Private School Referrals	13%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Stock Clerks

Surveyed 1999

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items for stockroom, warehouse, or storage yard, and keep records and compile stock reports. Not included in this survey are stockroom laborers and workers whose primary duties involve shipping, weighing, and checking.

15 employers responded, 278 employees represented. 67% of surveyed employees are male and 33% are female. (OES 580230)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers report that new hired Stock Clerks need a high school diploma or the equivalent, while many employers report new hired Stock Clerks are hired with less than a high school diploma or equivalent. Many employers surveyed require database skills.

Few employers (13%) require previous work experience, while 20% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$11.84	\$6.34
Experienced/New to Firm:	\$5.75 - \$11.84	\$6.27
3 Years Experience with Firm:	\$6.50 - \$12.59	\$8.00

Many employers provide paid medical insurance, while many provide for paid sick leave and vacation for full time employees. Some employers provide dental, vision and life insurance, and a retirement plan for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 25 hours per week. Seasonal employees work 40 hours per week. Almost all firms report they operate day shift, while some operate swing shift and few operate graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers report it is moderately difficult to find fully experienced and qualified employees and inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to promotions. Few vacancies occurred due to the addition of new positions. 40 Stock Clerks were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: -4.3%

Annual Job Growth: Slow Decline

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift 50 lb.; perform strenuous work and be able to pass a drug test.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to work under pressure. Candidates must be able to work nights and weekends.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	47%
• Private Employment Agencies	0%
• Walk-in Applicants	100%
• In-House Promotions or Transfers	7%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

WHERE THE JOBS ARE

Manufacturers of Natural, Processed, and Imitation Cheese

Lumber and Other Building Materials Dealers

Farm Product Warehousing and Storage

Grocery Stores

First Line Supervisors and Managers

Surveyed 1999

DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

15 employers responded, 30 employees represented. 37% of surveyed employees are male and 63% are female. (OES 510020)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers report new hired First Line Supervisors need a high school diploma or the equivalent. Few report new hires need post-secondary degrees. 7% report that a high school diploma or equivalent is not needed. 12 employers surveyed require word processing skills, 10 require database skills and nine require spreadsheet skills. Two employers report that desktop publishing is required.

Most employers (73%) require previous work experience, while 20% state they prefer employees have previous work experience. Many of employers surveyed report they accept other work experience. Many report training is acceptable in lieu of experience, while some state technical or vocational training is required. Few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$9.00 - \$12.87	\$9.40
Experienced/New to Firm:	\$6.50 - \$12.87	\$10.14
3 Years Experience with Firm:	\$10.00 - \$16.78	\$12.00

Most employers provide paid medical and dental insurance for full time employees. Many employers provide paid vision insurance for full time employees. Some employers provide for paid life insurance and a retirement plan.

HOURS

Full-time employees work an average of 43 hours per week while part-time employees work an average of 32 hours per week. 15 firms report that day shift hours are worked while one firm reported employees may work swing shift.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Most of the job vacancies occurred due to employee turnover and many were due to promotions. Five First Line Supervisors were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.4%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to pass a medical exam.

Other Qualifications: Candidates must be familiar with many cultures; be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems. They must be able to work under pressure, handle crisis, plan and organize the work of others and possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	47%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Walk-in Applicants	87%
• In-House Promotions or Transfers	47%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	7%
• Internet	0%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Credit Unions, Federally Chartered
Real Estate Agents and Managers
Individual and Family Social Services
Offices and Clinics of Health Practitioners

Systems Analysts - Electronic Data Processing

Surveyed 1998

DESCRIPTION

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

3 employers responded, 12 employees represented. 67% of surveyed employees are male and 36% are female.
(OES 251020) (DOT 030.167-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All hired Systems Analysts had a high school diploma or equivalent. Some had associates degrees and some had bachelors degrees. Employers reported they required some form of computer science certification.

Most employers (67%) always require previous work experience, while 18% usually require work experience as a Systems Analyst. Most employers sometimes will substitute training for work experience, while some usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.50 - \$18.76	\$14.38
Experienced/New to Firm:	\$9.00 - \$19.56	\$19.18
3 Years Experience with Firm:	\$14.00 - \$23.97	\$20.68

All employers provided medical and dental insurance, paid sick leave and vacation, and a retirement plan. Most employers provided life insurance and many provided vision insurance.

HOURS

Full-time employees work and average of 43 hours per week. Part-time hours were not reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced and qualified employees as well as inexperienced employees. Most job vacancies are due to employee turnover. Four Systems Analysts were hired in the last 12 months. Most employers expect employment to remain stable and some expect employment to grow within the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 50%

Annual Job Growth: Much Faster than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team.

Physical Abilities: Ability to: lift up to 10 lbs. and sit for up to two hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules and over-time hours as needed; manage time and organize work; handle conflict and work in stressful situations; and keep detailed records; maintain a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	67%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	33%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	33%
• Union Hall Referrals	0%
• Other	0%

Teachers – Elementary School

Surveyed 1999

DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

11 employers responded, 638 employees represented. 20% of surveyed employees are male and 80% are female. (OES 313050)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Teachers need a bachelor's degree and few require a graduate study degree. 75% employers surveyed require word processing skills, while 50% require database and desktop publishing skills. 25% of employers require spreadsheet skills.

Few employers (18%) require previous work experience, while 36% state they prefer employees have previous work experience. 9% of employers report they accept other work experience. 18% report training is acceptable in lieu of experience, while 73% stated technical or vocational training is required.

WAGES AND FRINGE BENEFITS

<i>Non-Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.75 - \$14.38	\$13.99
Experienced/New to Firm:	\$8.63 - \$16.78	\$12.71
3 Years Experience with Firm:	\$8.87 - \$20.14	\$13.28
 <i>Union</i>	 <u>Range</u>	 <u>Median</u>
Entry Level/No Experience:	\$14.86 - \$18.45	\$15.66
Experienced/New to Firm:	\$15.34 - \$18.65	\$16.27
3 Years Experience with Firm:	\$17.29 - \$25.46	\$20.37

Almost all employers provide paid medical insurance and sick leave to full-time employees. Most employers provide dental, vision and life insurance to full time employees. Many employers provide paid vacation and a retirement plan. A few employers provide childcare.

HOURS

Full-time employees work an average of 39 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to the addition of new positions, while few were due to promotions. 86 Teachers were hired in the last 12 months. Almost all employers surveyed expect employment to grow over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 8.9%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; pass a medical exam and lift 10 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; be trained in CPR; possess a good DMV record and be familiar with many cultures.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	45%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Walk-in Applicants	64%
• In-House Promotions or Transfers	18%
• School, Program Referrals	0%
• Colleges/Universities	73%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	18%
• Trade Journals	0%
• Other	9%

WHERE THE JOBS ARE

Elementary and Secondary Schools

Teachers - Secondary School

Surveyed 2000

DESCRIPTION (OES 313080)

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

Six employers responded; representing 360 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a bachelors degree is required. Almost all do not require previous work experience and few report training is not required but preferred. All employers report other occupational work experience is not acceptable. All employers expect applicants to have computer software skills.

Most employers report technical or vocational training is required in the form of a California Teaching Credential, while some employers state they do not require technical or vocational training, but applicants must have passed the CBEST.

Skills

Basic Skills: Must posses English grammar, spelling and math skills; be able to communicate both verbally and in writing; ability to work independently and as part of a team.

Physical Abilities: Ability to sit or stand for two or more hours at a time.

Other Qualifications: Multi-cultural familiarity; record keeping skills: organizational and time management skills; able to pay attention to detail; posses problem solving skills; ability to plan and organize the work of others; ability to handle crisis situations; trained in CPR and first aid techniques

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.91 - \$22.16	\$16.28
Experienced/New to Firm:	\$7.91 - \$22.16	\$16.28
3 Years Experience with Firm:	\$11.99 -\$25.81	\$18.28

All surveyed employers offer paid sick leave, while most employers offer paid medical insurance. Many employers offer dental and vision insurance as well as paid vacation. Some employers offer paid life insurance and a retirement plan. Most employers offer a shared cost retirement plan, and some offer medical, dental and vision insurance with a shared cost by the employee. A few employers offer paid tuition for the employees children.

Hours

Full-time employees work an average of 38 hours per week.

EMPLOYMENT TRENDS**Supply/Demand**

Most employers found it very difficult to find inexperienced applicants. During the last 12 months all job vacancies were due to employee turnover. 57 Secondary Teachers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	17%
• Newspaper Ads	83%
• Private Employment Agencies	0%
• Walk-in Applicants	17%
• In-House Promotions or Transfers	17%
• School, Program Referrals	0%
• Colleges/Universities	50%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	67%
• Trade Journals	0%
• Other	50%

Size of Occupation

Very Large

Gender

56% Male 44% Female

Projections

Most employers surveyed expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1%

Projected Job Growth Rate: 16%

Annual Job Growth: Much Faster than Average

Where the Jobs Are

High Schools

Academies

Parochial Schools

Tellers

Surveyed 1999

DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

10 employers responded, 63 employees represented. 6% of surveyed employees are male and 94% are female. (OES 531020)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All employers reported that new hired Receptionists need a high school diploma or the equivalent. Most employers surveyed require word processing skills, while many require spreadsheet skills and almost all employers require database skills.

Some employers (20%) require previous work experience, while four employers state they prefer employees have previous work experience. Four employers report they accept other work experience. Five employers report training is acceptable in lieu of experience, while 10% stated technical or vocational training is required.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.94
Experienced/New to Firm:	\$5.95 - \$8.63	\$7.48
3 Years Experience with Firm:	\$7.50 - \$10.80	\$9.00

Most employers provide paid vacation, medical and dental insurance, and a paid retirement plan. Almost all employers provide for paid sick leave. Some employers provide vision insurance while few provide for paid life insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers report it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Most of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 19 Tellers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: -8.2%

Annual Job Growth: Slow Decline

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift a minimum of 10 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail, work under pressure and be able to solve problems. Candidates typically work part time hours.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	50%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Walk-in Applicants	90%
• In-House Promotions or Transfers	40%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

WHERE THE JOBS ARE

National Commercial Banks

State Commercial Banks

Credit Unions, Federally Chartered

Miscellaneous Business Credit Institutions

Truck Drivers - Heavy or Tractor Trailer

Surveyed 1998

DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

15 employers responded representing 166 employees. 61% of surveyed employees are male and 39% female.
(OES 971020) (DOT 905.663-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Truck Drivers had a high school diploma or the equivalent. None reported having a college degree. Almost all employers reported requiring a Truck Driver's License. Many employers usually accepted training as a substitute for work experience, while 27% of the employers sometimes accepted training as a substitute for training.

Most employers usually require previous work experience, while 20% always require work experience as a Truck Driver. 13% sometimes require previous work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.60 - \$12.00	\$8.00
Experienced/New to Firm:	\$7.50 - \$16.53	\$9.25
3 Years Experience with Firm:	\$8.50 - \$22.22	\$12.00

Most employers provided medical insurance and provided paid vacation leave. Some provided paid sick leave and dental insurance. Few employers provided vision and life insurance or a paid retirement plan.

HOURS

Full-time employees work an average 41 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult finding experienced employees. Employers reported it was a little difficult to find inexperienced employees. Many employers reported job vacancies offered due to employee turnover. 109 Truck Drivers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 2.7%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Employers reported employees should be able to work independently, do repetitive work and must be able to communicate verbally.

Physical Abilities: A medical exam and drug test are usually required.

Employees perform strenuous work lifting up to 100 lbs. and must be able to sit for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: handle crisis and work under stress; pay attention to detail; manage time and organize work; work over-time as needed.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	67%
• Private Employment Agencies	7%
• Unsolicited Applicants	87%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	33%
• Union Hall Referrals	0%
• Other	0%

Vocational and Educational Counselors

Surveyed 1999

DESCRIPTION

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

14 employers responded, 148 employees represented. 26 % of surveyed employees are male and 74% are female. (OES 315140)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some employers report that new hired Vocational and Educational Counselors require graduate study while some employers require associate degrees and few require a bachelors degree. Some employers report new hires need only a high school diploma or the equivalent. Almost all employers surveyed require word processing skills, while some require spreadsheet and database skills.

Some employers (36%) require previous work experience, while 50% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 14% stated technical or vocational training is required. Few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

<i>Non-Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$19.18	\$9.35
Experienced/New to Firm:	\$7.50 - \$19.18	\$10.10
3 Years Experience with Firm:	\$7.50 - \$21.58	\$11.53

<i>Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.10 - \$15.05	\$13.86
Experienced/New to Firm:	\$11.10 - \$23.97	\$14.20
3 Years Experience with Firm:	\$13.54 - \$25.57	\$15.09

Almost all employers provide paid vacation and sick leave for full time employees. Most employers provide medical, dental, and vision insurance, while many employers provide a retirement plan for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week and seasonal employees work 13 hours per week. Few employers report swing shift hours are available.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Some of the job vacancies occurred due to employee turnover and many were due to the addition of new positions. Few vacancies were reported due to promotions or temporary help. 40 Vocational and Educational Counselors were hired in the last 12 months. Many employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; lift 10 lb.

Other Qualifications: Candidates must be able to work with many cultures; organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; plan and organize the work of others; work under pressure and handle crisis; possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	64%
• Private Employment Agencies	0%
• Walk-in Applicants	29%
• In-House Promotions or Transfers	50%
• School, Program Referrals	14%
• Colleges/Universities	36%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	36%
• Trade Journals	14%
• Other	14%

WHERE THE JOBS ARE

Individual and Family Social Services

Job Training and Vocational Rehabilitation Services

Junior Colleges and Technical Institutes

Administration of Social, Human Resource and Income Maintenance Programs

Waiters and Waitresses

Surveyed 1999

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Persons who just work counters are not included.

15 employers responded, 129 employees represented. 23% of surveyed employees are male and 77% are female. (OES 650080)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Waiters and Waitresses need a high school diploma or the equivalent, with almost all accepting employees with less than high school diploma or equivalent. Few employers surveyed require word processing and spreadsheet skills of new hires

Few employers (7%) require previous work experience, while 20% state they prefer employees have previous work experience. Few employers report they accept other work experience. Few report training is acceptable in lieu of experience, while few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$5.75	\$5.75
3 Years Experience with Firm:	\$5.75 - \$7.50	\$5.75

*Tips are additional compensation for this occupation and range from \$.50 per hour - \$7.50 per hour.

Few employers provide paid vacation and paid medical insurance for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 25 hours per week. Temporary and seasonal employees work seven and five hours per week, respectively. Almost all employers have day shift and most have swing shift hours available.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be moder-

ately difficult to find. Most of the job vacancies occurred due to employee turnover and few were due to the addition of new positions, promotions or temporary hires. 50 Waiters and Waitresses were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 17.9%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift at least 10 lb.; and pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and handle crisis.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	100%
• Newspaper Ads	47%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	33%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Eating Places

Welders and Cutters

Surveyed 1999

DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

15 employers responded, 70 employees represented. 100% of surveyed employees are male and 0% are female. (OES 939140)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers reported that new hired Welders and Cutters need a high school diploma or the equivalent while many employers accept less than a high school diploma or equivalent.

Many employers (47%) require previous work experience, while 40% state they prefer employees have previous work experience. Some employers report they accept other work experience. Many report training is acceptable in lieu of experience, while 20% state technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$9.55	\$6.50
Experienced/New to Firm:	\$6.00 - \$11.00	\$7.00
3 Years Experience with Firm:	\$8.00 - \$16.00	\$11.66

Many employers provide paid vacation and medical insurance, while some provide for paid sick leave and dental insurance for full time employees. Few employers provide life insurance and a retirement plan.

HOURS

Full-time employees work an average of 42 hours per week while part-time employees work an average of 27 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees and inexperienced employees. Most of the job vacancies occurred due to employee turnover and few were due to the addition of new positions and promotions. 18 Welders and Cutters were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years. A few expect growth.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 25%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess basic math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stand for two or more hours at a time; lift 50 lb.; perform strenuous work.

Other Qualifications: Candidates must be able to pay attention to detail and be able to solve problems; work under pressure; must be willing to work weekends and over-time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	67%
• Private Employment Agencies	7%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	7%
• School, Program Referrals	13%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

WHERE THE JOBS ARE

Special Trade Contractors

Sporting and Recreational Goods and Supplies-Con.

Sheet Metal Work

Repair Shops and Related Services

1998 - 2000 Training Directory

This training directory contains information on certificate and degree programs offered in Kings, Fresno and Tulare Counties, which prepare students for entry into one or more specified occupations. Private schools included in the directory are all approved by the California Council for Private Post-Secondary and Vocational Education (CPPVE). Credit or units obtained through a private school may or may not be transferable to a public college or university. Anyone who plans to eventually attend or transfer to a public college or university is urged to contact a transferring school or to discuss their plan and the issue of transferability.

Inclusion or exclusion of a provider is in no form an endorsement or non-endorsement of training providers by the Kings County Job Training Office.

OCCUPATIONAL TRAINING SITES

2000 School(s) and Contact Information

Advanced Computer Training

Phone: (559) 227-1900

Mailing/Street Address:

3467 West Shaw
Fresno, CA 93711

Available Programs:

- * General Office/Clerical and Typing Services
- * Accounting Technician
- * Bookkeeping, Accounting & Auditing Clerks
- * Real Estate Clerk
- * Receptionist
- * Stock Clerk

Advanced Truck Driving School

Phone: (800) 600-1978

Fax: (559) 651-0321

Mailing/Street Address:

1728 N. Kelsey Drive
Visalia, CA 93291

Available Programs:

- * Truck, Bus and Other Commercial Vehicle Operator

Automotive Diagnostics

Phone: (559) 225-1505

Fax: (559) 225-1959

Mailing/Street Address:

3420 W. Ashlan, #106
Fresno, CA 93722

Available Programs:

- * Automotive Mechanics

Beverly Enterprises

Phone: (559) 278-2324

Fax: (559) 226-4239

Mailing/Street Address:

2984 North Maroa
Fresno, CA 93704

Available Programs:

- * Nurse Assistant/Aide

**California State University,
Fresno**

Phone: (559) 278-2324

Fax: (559) 278-4715

Mailing/Street Address:
5150 North Maple Avenue
Fresno, CA 93740-0057

- * Available Programs:
- * Plant Sciences
- * Soil Sciences
- * Business Administration and Management
- * Parks, Recreation and Leisure Studies
- * Nursing (R.N. Training)
- * Health System/Health Services Administration
- * Special Education
- * Pre-Elementary/Early Childhood/Kindergarten
- * Teacher Education
- * Correctional Officer
- * Financial Managers
- * General Managers/Top Executives
- * Systems Analysts—Electronic Data Processing
- * Teachers—Elementary and Secondary
- * Vocational and Educational Counselors

**California State University,
Fresno, Division of Extended
Education**

Phone: (559) 278-03333

Fax: (559) 278-0395

Mailing/Street Address:
5005 North Maple Avenue M/s 76
Fresno, CA 93740-0076

Available Programs:
Systems Analyst—Electronic Data Processing
Teachers—Elementary

**California Technical Education
Fresno, Inc.**

Phone: (559) 266-7577
Fax: (559) 266-3947

Mailing/Street Address:
1380 North Abby
Fresno, CA 93703

Available Programs:

- * General Retailing Operations
- * General Office/Clerical and Typing Services
- * Custodial, Housekeeping and Home Services
Workers and Managers
- * Accounting Technician
- * Cashiers
- * First-line Supervisors and Managers/Supervisors
- * Sales and Related Occupations
- * Receptionists and Information Clerks
- * Salespersons—Retail

**California Technical Training—
Tulare**

Phone: (559) 688-3721
Fax: (559) 688-3327

Mailing/Street Address:
1630 West Tulare
Tulare, CA 93274

Available Programs:

- * Auto/Automotive Mechanic/Technician
- * General Office/Clerical and Typing Services
- * Bookkeeping, Accounting and Auditing Clerks
- * Real Estate Clerks
- * Stock Clerks/Stockroom/Warehouse/Storage
Yards
- * Receptionists and Information Clerks

Central Adult Education

Mailing/Street Address:
2698 North Brawley
Fresno, CA 93722

Phone: (559) 276-5230

Fax: (559) 276-8204

Available Programs:

- * General Office/Clerical and Typing Services
- * Information Processing/Data Entry Technician
- * Administrative Assistant/Secretarial Science
- * Medical Secretary
- * Real Estate Clerk
- * Receptionist and Information Clerk
- * Secretary, except Legal and Medical
- * Stock Clerks—Stockroom, Warehouse, Storage Yard

Central Valley Training Center

Mailing/Street Address:
7592 North Maroa, #103
Fresno, CA 93711

Phone: (559) 488-8696

Fax: (559) 488-8695

Available Programs:

- * Custodial, Housekeeping and Home Services Workers and Managers

Chapman University

Mailing/Street Address
1821 Meadow Lane
Visalia, CA 93277

Phone: (559) 625-4436

Fax: (559) 625-4436

Naval Air Station
P.O. Box 1220
Lemoore, CA 93245

Phone: (559) 998-6891

Fax: (559) 998-6894

Available Programs:

- * Computer and Information Sciences
 - * Human Resources Management
 - * Teacher Education, Multiple Levels
- Lemoore Naval Air Station
- * Teachers—Secondary School
 - * Personnel, Training and Labor Relations Specialist
 - * Systems Analysts—Electronic Data Processing

College of the Sequoias

Mailing/Street Address:

915 south Mooney Boulevard

Visalia, CA 93277-2234

Phone: (559) 730-3727

Fax: (559) 730-3894

Available Programs:

- * Auto/Automotive Mechanic Technician
- * Accounting Technician
- * Administrative Assistant/Secretarial Science
- * Carpenter
- * General Office/Clerical and Typing Service
- * Business Administration and Management
- * Horticulture Services Operations and Management
- * Plant Sciences
- * Practical Nurse (L.P.N. Training)
- * Bookkeeping, Accounting and Auditing Clerks
- * Tellers
- * Welders and Cutters
- * Child Care Worker
- * Truck Driver
- * First Line Supervisors and Managers/Supervisors
- * Sales and Related Occupations
- * Guards and Watch Guards
- * Industrial Truck and Tractor Operators
- * Instructional Aide
- * Licensed Vocational Nurse
- * Medical Secretary
- * Real Estate Clerk
- * Receptionists and Information Clerks
- * Stock Clerk
- * Systems Analyst

Community Trade & Technical Institute

Mailing/Street Address:
4944 East Clinton, Suite 107
Fresno, CA 93727

Phone: (559) 456-9194
Fax: (559) 456-9270

Other Locations:
255 West Bullard
Fresno, CA 93704

Phone: (559) 438-4222
Fax: (559) 538-6368

Available Programs:

- * Administrative Assistant/Secretarial Science
- * Medical Secretary
- * Secretary—except Legal and Medical

Federico Beauty College

Mailing/Street Address:
5660 North Blackstone Avenue
Fresno, CA 93710

Phone: (559) 441-3272
Fax: (559) 221-7083

- * Available Programs:
- * Barber/Hairstylist
- * Cosmetologist

Fresno Adult School

Mailing/Street Address:
3333 North Bond
Fresno, CA 93726

Phone: (559) 441-3272
Fax: (559) 221-7083

- * Available Programs:
- * Payroll and Timekeeping Clerks
- * Maids and Housekeeping Cleaners
- * File Clerk
- * Automotive Mechanics
- * Nurses Aide
- * Systems Analysts—Electronic Data Processing
- * Bookkeeping
- * Driver/Sales Workers
- * Financial Managers
- * General Office Clerks
- * Janitors and Cleaners
- * Medical Secretary
- * Real Estate Clerk
- * Receptionist and Information Clerks
- * Secretary, Medical
- * Stock Clerk

Fresno Institute of Technology

Mailing/Street Address:
1545 Fulton Street
Fresno, CA 93721

Phone: (559) 442-3500

Fax: (559) 297-5822

Available Programs:

- * Administrative Assistant/Secretarial Science
- * Medical Administrative Assistant/Secretary

Fresno Pacific College

Mailing/Street Address:
1717 South Chestnut Avenue
Fresno, CA 93702-4798

Phone: (559) 251-7194

Fax: (559) 453-2001

Available Programs:

- * Business Administration and Management

**Fresno City College/Vocational
Training Center**

Mailing/Street Address:
1101 East University Avenue
Fresno, CA 93741-0001

Phone: (559) 442-4600

Fax: (559) 485-3367

Other Locations:

2930 E. Annandale Avenue
Fresno, CA 93725

Phone: (559) 486-0173

Fax: (559) 264-1158

Available Programs:

- * Auto/Automotive Body Repairer
- * Diesel Engine Mechanic and Repairer
- * Meatcutter
- * Carpenter
- * Dental Assistant
- * Dental Hygienist
- * Electrical and Electronic Engine—Related Technology
- * Electromechanical Technology
- * Agricultural Mechanization
- * General Office/Clerical and Typing Services
- * Business Management and Administrative Services
- * Office Supervision and Management
- * Barber/Hairstylist

Fresno City College/Vocational Training Center *continued*

- * Cosmetologist
- * Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- * Public Administration and Services
- * Nursing (R.N. Training)
- * Practical Nurse (L.P.N. Training)
- * Electrical and Electronics Installer and Repairer
- * Computer Installer and Repairer
- * Industrial Electronics Installer and Repairer
- * Major Appliance Installer and Repairer
- * Medical Assistant
- * Painter and Wall Coverer
- * Receptionist
- * Business and Personal Services Marketing Operations
- * Law Enforcement/Police Science
- * Criminal Justice/Law Enforcement Administration
- * Pre-Law Studies
- * Health Professions and Related Sciences
- * Administrative Assistant/Secretarial Science
- * Legal Administrative Assistant/Secretary
- * Medical Administrative Assistant/Secretary
- * Special Education
- * Marketing Operations/Marketing and Distribution
- * Truck, Bus and Other Commercial Vehicle Operator
- * File Clerk
- * Automotive Mechanic
- * Payroll and Timekeeping Clerks
- * Secretaries—except Legal and Medical
- * Assemblers and Fabricators
- * Bookkeeping, Accounting and Auditing Clerks
- * Child Care
- * Financial Managers
- * Guards and Watch Guards
- * Instructional Aide
- * Licensed Vocational Nurse (L.V.N.)
- * Maintenance Machinery Mechanic
- * Maintenance Repairers—General Utility
- * Real Estate Clerk
- * Stock Clerk
- * Welders and Cutters

Fresno Regional Occupational Program

Phone: (559) 497-3857

Fax: (559) 497-3806

Mailing/Street Address:

1111 Van Ness Towers

Fresno, CA 93721

Available Programs:

- * File Clerk
- * General Office Clerk
- * Nurses Aide
- * First Line Supervisors and Managers/
Supervisors—Sales and Related Occupa-
tions
- * Salespersons—Retail (except Vehicle
Sales)
- * Cashiers
- * Child Care Worker
- * Driver/Sales Worker
- * Real Estate Clerk
- * Stock Clerk
- * Financial Manager
- * Medical Assistant
- * Medical Secretary
- * Receptionists and Information Clerks

Galen College of Medical and Dental Assistants

Phone: (559) 732-2217

Fax: (559) 732-3243

Mailing/Street Address:

3908 W. Caldwell, #A

Visalia, CA 93277

Other Locations:

1325 North Wishon Avenue

Fresno, CA 93728

Phone: (559) 264-9726

Fax: (559) 264-0985

Available Programs:

- * Dental Assistant
- * Medical Assistant
- * Medical Secretary
- * Secretaries, except Legal and Medical

Golden State Business College, Inc. Phone: (559) 733-4040

Mailing/Street Address:
3238 S. Fairway
Visalia, CA 93277

Available Programs:

- * Administrative Assistant/Secretarial Science
- * Business Computer Facilities Operator
- * Computer and Information Sciences
- * Secretary, except Legal and Medical
- * General Office Clerk
- * Systems Analyst
- * Medical Assistant
- * Medical Secretary
- * Real Estate Clerk
- * Stock Clerk

Hair Interns School of Cosmetology

Phone: (559) 441-1795
Fax: (559) 264-2069

Mailing/Street Address:
1522 Fulton Street
Fresno, CA 93721

Available Programs:

- * Cosmetologist
- * Cosmetic Services

Hanford Adult School

Mailing/Street Address:
905 North Campus Drive
Hanford, CA 93230

Phone: (559) 583-0856

Fax: (559) 583-2648

Available Programs:

- * Practical Nurse (L.P.N. Training)
- * Nurse Assistant/Aide
- * Administrative Assistant/Secretarial Science
- * Licensed Vocational Nurse (L.V.N.)
- * Maintenance Repairers
- * Welders and Cutters

Heald College

Mailing/Street Address:
255 West Bullard
Fresno, CA 93704

Phone: (559) 438-4222

Fax: (559) 438-6368

Available Programs:

- * Data Processing Technician
- * Administrative Assistant/Secretarial Science
- * Secretaries, except Legal and Medical
- * Accounting Technician
- * Legal Administrative Assistant/Secretary
- * Medical Administrative Assistant/Secretary

Hi Tech Vocational Institute

Mailing/Street Address:
2422 North Marks, #164
Fresno, CA 93722

Phone: (559) 276-2886

Fax: (559) 276-3201

Available Programs:

- * Auto/Automotive Mechanic/Technician
- * General Office/Clerical and typing Services
- * Custodial, Housekeeping and Home Services
Workers and Managers
- * Building Property Maintenance and Manager
- * Accounting Technician
- * Data Processing Technician
- * Bookkeeper
- * Janitors, except Maids and Housekeeping
Cleaners
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Stock Clerk

**Kings Regional Occupational
Program (ROP)**

Phone: (559) 582-2823

Mailing/Street Address
1144 W. Lacey Blvd.
Hanford, CA 93230

Available Programs:

- * Auto/Automotive Mechanic/Technician
- * Agricultural Mechanization, General
- * Institutional Food Workers and Administrators, General
- * General Office/Clerical and Typing Services
- * Custodian/Caretaker
- * Nurse Assistant/Aide
- * Maintenance Repairers
- * Medical Secretary
- * Real Estate Clerk
- * Receptionist
- * Secretaries, except Legal and Medical
- * Stock Clerk

**Lawrence and Co. College of
Beauty**

Phone: (559) 584-1192

Mailing/Street Address:
810 N. 10th Avenue
Hanford, CA 93230

Available Programs:

- * Cosmetologist

Lyle's College of Beauty

Phone: (559) 222-6060

Fax: (559) 221-1039

Mailing/Street Address:
3125 West Shaw Avenue
Fresno, CA 93722

Other Locations:

6735 North First Street, Suite 112
Fresno, CA 93710

Phone: (550) 431-6060

Fax (559) 432-7595

Available Programs:

- * Cosmetologist

**Manchester College of
Beauty**

Mailing/Street Address:
3756 North Blackstone Avenue
Fresno, CA 93726

Phone: (559) 224-4242
Fax: (559) 224-0754

Available Programs:

- * Cosmetologist

**Management Training/
Marketing Association
(MTMA) Schools, Inc.**

Mailing/Street Address:
1313 P Street, Suite 205
Fresno, CA 93721

Phone: (559) 268-0938
Fax: (559) 268-0558

Available Programs:

- * Enterprise Management and Operation,
General
- * General Selling Skills and sales operations
- * Accountants and Auditors
- * Maintenance Repairers

Moler Barber College

Mailing/Street Address:
1880 Tulare Street
Fresno, CA 93721

Phone: (559) 485-5030
Fax: (559) 485-2755

Available Programs:

- * Barber/Hairstylist
- * Cosmetologist

Microcomputer Education Center

Phone: (559) 456-0623

Fax: (559) 456-0188

Mailing/Street Address:

2002 North Gateway Blvd.

Fresno, CA 93727

Available Programs:

- * General Office/Clerical and Typist Services
- * Accounting Technician
- * Bookkeeping, Accounting and Auditing Clerks,
Including Bookkeepers
- * Computer Support Specialists
- * Medical Secretary
- * Real Estate Clerk
- * Receptionists and Information Clerks
- * Stock Clerk
- * Systems Analyst

National Training Institute, Inc.

Phone: (559) 456-1522

Fax: (559) 4546-4841

Mailing/Street Address:

1788 North Helm, Suite 106

Fresno, CA 93727

Available Programs:

- * First Line Supervisors and Managers/
Supervisor Sales and Related Occupations

Police Science Institute

Phone: (559) 266-3173

Fax: (559) 266-3421

Mailing/Street Address:

2150 Tulare St.

Fresno, CA 93721

Available Programs:

- * Truck, Bus and other Commercial Vehicle Operator
- * Law Enforcement/Police Science
- * Correctional Officer
- * Guards and Watch Guards

Proteus, Inc.

Mailing/Street Address:
1815 Van Ness
Fresno, CA 93721

Phone: (559) 485-5600

Fax: N/A

Other Locations:

4612 W. Mineral King
Visalia, CA 93291

Phone: (559) 733-5423

Fax: (559) 738-1137

Available Programs:

- * Systems Analyst—Electronic Data Processing
- * Secretaries, except Legal and Medical
- * Computer Support Specialist
- * Stock Clerk

**Quality College of Health Care
Careers**

Mailing/Street Address:
1570 North Wishon
Fresno, CA 93728

Phone: (559) 497-5050

Fax: (559) 264-4454

Other Locations:

2150 Tulare St.
Fresno, CA 93721

Phone: (559) 266-3173

Fax: (559) 266-3421

Available Programs:

- * Truck, Bus and Other Commercial Vehicle Operator
- * Nurses Aide
- * Home Health Aide
- * Custodian/Caretaker
- * Health and Medical Assistant
- * Accounting Technician

**Rehabilitation Opportunity and
Development, Inc.**

Mailing/Street Address:
2727 N. Grove Industrial Drive, Suite 105
Fresno, CA 93721

Phone: (559) 255-0380

Fax: (559) 456-8571

Available Programs:

- * Assemblers and Fabricators—except Machine, Electrical, Electronic and Precision

San Joaquin Valley College

Fresno Mailing/Street Address:
295 E. Sierra Avenue
Fresno, CA 93710

Phone: (559) 448-8282

Fax: (559) 488-8250

Other Locations:

8400 West Mineral King Avenue
Visalia, CA 93291-9283

Phone: (559) 651-2500

Fax: (559) 651-0574

Available Programs:

- * Heating, Air Conditioning and Refrigeration Mechanics and Installers
- * Home Health Aides
- * Dental Assistant
- * Nurse Assistant Aide
- * Business Administration and Management
- * Office Supervision and Management
- * Medical Assistant
- * Law and Legal Studies
- * Health and Medical Assistants
- * Business, General
- * Computer and Information Sciences
- * Correctional Officer
- * General Manager
- * Guards and Watch Guards
- * Medical Secretary
- * Secretaries, except Legal and Medical

Sierra Valley Business College

Mailing/Street Address:
4747 North First Street, Building D
Fresno, CA 93726

Phone: (559) 222-0947

Fax: (559) 222-2973

Available Programs:

- * Administrative Assistant/Secretarial Science
- * Administrative and Secretarial Services
- * Medical Administrative Assistant/Secretary
- * Stock Clerk

**Summerville High School Regional
Occupational Program**

Phone: (559) 928-4228

Fax: (559) 928-1422

Mailing/Street Address:

17555 Tuolumne Road

Tulare, CA 95379

Available Programs:

- * Auto/Automotive Mechanic/Technician
- * Culinary Arts/Chef Training
- * General Office/Clerical and Typing Services
- * Receptionists and Information Clerks

Tulare Adult School

Phone: (559) 686-0225

Fax: (559) 687-7447

Mailing/Street Address:

575 W. Maple

Tulare, CA 93274

Available Programs:

- * Nurses Aide
- * Systems Analyst—Electronic Data Processing
- * Baker
- * Bookkeeping
- * Medical Secretary
- * Secretaries, except Legal and medical
- * Welders and Cutters

Truck Driving Academy—Fresno

Phone: (559) 233-4700

Fax: (559) 266-0747

Mailing/Street Address:

2757 South Golden State Blvd.

Fresno, CA 93725

Available Programs:

- * Truck, Bus and Other Commercial Vehicle Operator

**Tulare County Organization for
Vocational Education (TCOVE)**

Phone: (559) 688-0571

Fax: (559) 688-5913

Mailing/Street Address:

4136 North Mooney Boulevard

Tulare, CA 93274-1199

Available Programs:

- * Auto/Automotive Mechanic/Technician
- * Truck, Bus and Other Commercial Vehicle Operator
- * General Marketing Operations
- * Agricultural Mechanization, General
- * Administrative Assistant/Secretarial Science, General
- * Food Products, Retailing and Wholesaling Operations
- * Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- * Home Health Aide
- * Custodial, Housekeeping and Home Services Workers and Managers
- * Health Aide
- * Horticulture Services Operations and Management
- * Law Enforcement/Police Science
- * Legal Administrative Assistant/Secretary
- * Cashier
- * Farm Equipment Mechanic
- * First Line Supervisors and Managers
- * Nurse's Aide
- * Receptionist
- * Salesperson—Retail
- * Secretaries, except Legal and Medical
- * Stock Clerks
- * Medical Secretary
- * Maintenance Repairers
- * Customer Service
- * Correctional Officer
- * Child Care
- * Bookkeeping

University of Phoenix

Mailing/Street Address:
1314 E. Shaw Avenue
Fresno, CA 93710

Phone: (559) 243-2149
Fax: (559) 243-2160

Available Programs:

- * Management Information Systems and Business Data Processing, General
- * Nursing
- * Information Sciences and Systems
- * Systems Analyst

Valley Software Educational

Mailing/Street Address:
1702 E. Bullard, Suite 103b
Fresno, CA 93170-5800

Phone: (559) 437-9825
Fax: (559) 437-9643

Available Programs:

- * Medical Assistant
- * Accounting Technician
- * Bookkeeping

Visalia Adult School

Mailing/Street Address:
3110 E. Houston
Visalia, CA 93292

Phone: (559) 730-7655
Fax: (559) 635-0372

Available Programs:

- * Auto/Automotive Body Repairer
- * Nurse's Assistant/Aide
- * Medical Administrative Assistant/Secretary
- * Computer and Information Sciences, General
- * Systems Analyst
- * Welders and Cutters

West Hills College

Mailing/Street Address:

300 West Cherry Lane
Coalinga, CA 93210-1399

Phone: (559) 935-0801

Fax: (559) 935-5655

Available Programs:

- * Diesel Engine Mechanic and Repairer
- * Agricultural Mechanization
- * General Office/Clerical and Typing Service
- * Business Administration and Management, General
- * Administrative Assistant/Secretarial Science
- * Legal Administrative Assistant/Secretary
- * Medical Administrative Assistant/Secretary
- * Truck, Bus and Other Commercial Vehicle Operator
- * Teacher
- * Welders and Cutters
- * Automotive Mechanic
- * Bookkeeping
- * Child Care
- * Farm Equipment Manager
- * First-Line Supervisors and Managers
- * Instructional Aide
- * Maintenance Repairer
- * Secretaries, except Legal and Medical

Western Pacific Truck School

Mailing/Street Address:

4565 North Golden State Blvd.
Fresno, CA 93722

Phone: (559) 276-1220

Fax: (559) 472-1538

Available Programs:

- * Bus Driver—School
- * Truck Drivers—Heavy or Tractor Trailer

Occupations and Associated Schools

The following is an alphabetical listing of occupations contained in this publication, along with a listing of schools which offer training in that occupation.

Accountants and Auditors - OES 211140

- Management Training/Marketing Association (MTMA) Schools, Inc.
- H & R Block Tax Training School
- Jackson Hewitt Tax School
- Management Training/Marketing Association (MTMA) Schools Inc.
- Southern California Graduate School of Theology
- University of Phoenix

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision - OES 939560

- Rehabilitation Opportunity and Development Inc.
- Fresno City College/Vocational Training Center
- Fresno Vicinity Sheet Metal Industry Apprenticeship JATC

Automotive Mechanics - OES 853020

- Fresno Adult School
- Fresno City College Vocational Training Center
- Hi Tech Vocational Institute
- Kings Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training Tulare
- Tulare County Organization for Vocational Education (TCOVE)
- College of the Sequoias
- Automotive Diagnostics
- Central Valley Automotive and Machinists JAC
- West Hills College

Bakers - Bread and Pastry - OES 650210

- Tulare Adult School

Bookkeeping, Accounting and Auditing Clerks - OES 553380

- Advanced Computer Training School
- California Technical Training Tulare
- College of Sequoias
- Fresno Adult School
- Fresno City College

- Fresno City College Vocational Training Center
- Golden State Business College Inc.
- Heald College
- Hi-Tech Vocational Institute
- Kings County Regional Occupational Program
- Microcomputer Education Center
- Quality College Vocational Careers
- Southern California Graduate School of Theology
- Tulare Adult School
- Tulare Co Org for Vocational Education
- Valley Software Educational
- Valley Vocational
- West Hills College

Bus and Truck Mechanics and Diesel Engine Specialists - OES 853110

- West Hills College
- Fresno City College

Bus Drivers - School - OES 971110

- West Hills College
- Fresno City College
- Western Pacific Truck School
- Truck Driving Academy - Fresno
- Quality College of Health Care Careers
- Police Science Institute
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School

Cannery Workers - OES 939350

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties.

Carpenters - OES 871020

- Fresno City College
- College of the Sequoias
- Carpenters Training Committee for Northern California

Cashiers - OES 490230

- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.

Child Care Workers - OES 680380

- Fresno City College
- Fresno Regional Occupational Program
- Tulare Co Org for Vocational Education
- West Hills College
- College of the Sequoias

Computer Support Specialist - OES 251040

- Fresno City College
- Fresno City College — Training Institute
- Heald College
- Microcomputer Education Center
- National Training Institute Inc.
- Proteus Inc.
- Southern California Graduate School of Theology
- University of Phoenix

Construction Managers - OES 150170

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties.

Cooks - Restaurant - OES 650260

- Summerville High School Regional Occupational Program

Cooks Specialist — Fast Food - OES 650320

- Clovis Adult Education
- Sanger Adult School
- Valley Regional Occupational Program

Correction Officers and Jailers - OES 630170

- California State University, Fresno
- Police Science Institute
- San Joaquin Valley College
- Tulare Co Org for Vocational Education

Customer Service Representatives - OES 553350998

- Fresno City College
- Tulare Co Org for Vocational Education

Dental Assistants - OES 660020

- Fresno City College
- Galen College of Medical and Dental Assistants
- San Joaquin Valley College

Driver/Sales Workers - OES 971170

- California School of Technology, Inc.
- Fresno Adult School
- Fresno Regional Occupational Program
- Kern High School District Regional Occupational Center
- Valley Vocational College

Electricians - OES 872020

- Fresno City College
- Electrical Joint Apprenticeship and Training Committee JATC

Farm Equipment Mechanics - OES 853210

- West Hills College
- Kings County Regional Occupational Program (ROP)
- Tulare County Organization for Vocational Education (TCOVE)

Farm Equipment Operators - OES 790210

- Tulare Co Org for Vocational Education

Farm Workers, Farm and Ranch Animals - OES 798580

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties.

Financial Managers - OES 130020

- A. D. Banker and Company
- California State University, Fresno
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Southern California Graduate School of Theology

**First Line Supervisors and Managers/Supervisors -
Sales & Related Occupations** - OES 410020

- Fresno Regional Occupational Program
- California Technical Education Fresno Inc.
- Fresno City College
- West Hills College
- College of the Sequoias
- Tulare County Organization for Vocational Education (TCOVE)
- National Training Institute Inc.
- Donald R. Reid and Associates

Food Preparation Workers - OES 650380

- Kings County Regional Occupational Program
- Tulare Co Org for Vocational Education

Forklift Operators - OES 921683999

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties

General Managers and Top Executives - OES 190050

- West Hills College
- California State University, Fresno
- Fresno City College
- Fresno Pacific College
- San Joaquin Valley College
- University of Phoenix
- College of the Sequoias
- Embry-Riddle Aeronautical University
- Management Training/Marketing Association (MTMA) Schools Inc.

General Office Clerks - OES 553470

- West Hills College
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Central Adult Education
- Kings Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training, Tulare

- College of the Sequoias
- Fresno City College Vocational Training Center
- Golden State Business College
- Hi Tech Vocational Institute
- Southern California Graduate School of Theology
- Valley Vocational

Guards and Watch Guards - OES 630470

- College of the Sequoias
- Fresno City College
- Police Science Institute
- Safety First Security Training Academy
- San Joaquin Valley College

Hand Packers and Packagers - OES 989020

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers - OES 859020

- Fresno City College
- San Joaquin Valley College
- Tulare County Organization for Vocational Education (TCOVE)

Helpers—All Construction Trades - OES 983190999

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties

Industrial Truck and Tractor Operators - OES 979470

- College of the Sequoias
- Major Express Truck School
- Trucker Institute Test Systems

Instructional Aides - OES 315211

- Fresno City College
- West Hills College
- College of the Sequoias
- Community Services & Employment Training, Inc. (CSET)

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - OES 670050

- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Valley Training Center
- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Adult School
- Quality College of Health Care Careers
- Kings County Regional Occupational Program (ROP)
- Valley Vocational

Laborers, Landscaping and Groundskeeping - OES 790410

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties.

Licensed Vocational Nurses - OES 325050

- Fresno City College
- Hanford Adult School
- College of the Sequoias

Maintenance Machinery Mechanic - OES 851190

- Fresno City College Vocational Training Center

Maintenance Repairers - General Utility - OES 851320

- Management Training/Marketing Association (MTMA) Schools
- Fresno City College
- Hi Tech Vocational Institute
- Able Industries
- California School of Technology, Inc.
- Central Valley Automotive and Machinist JAC
- Hanford Adult School
- Kings County Regional Occupational Program
- Southern California Graduate School of Theology
- Tulare Co Org for Vocational Education
- West Hills College

Medical Assistants - OES 660050

- Fresno Regional Occupational Program
- San Joaquin Valley College
- Quality College of Health Care Careers
- Galen College of Medical and Dental Assistants
- Fresno City College
- Valley Software Educational
- Golden State Business College

Medical Secretaries - OES 551050

- Central Adult Education
- College of the Sequoias
- Community Trade and Technical Institute
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Regional Occupational Program
- Galen College of Medical and Dental Assistants
- Golden State Business College
- Heald College, Fresno
- Kings County Regional Occupational Program
- Microcomputer Education Center
- Quality College Vocational Careers
- San Joaquin Valley College
- Sierra Valley Business College
- Tulare Adult School
- Tulare Co Org for Vocational Education
- Visalia Adult School

Nurse Aides - OES 660080

- Fresno Adult School
- Fresno Regional Occupational Program
- Beverly Enterprises
- Hanford Adult School
- Kings Regional Occupational Program (ROP)
- Tulare Adult School
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College
- Visalia Adult School

Opticians, Dispensing and Measuring - OES 325140

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Painters, Paperhangers - Construction and Maintenance - OES 874020

- Fresno City College
- Central Valley Drywall/Lathers JATC
- Central Valley Painters, Decorators and Paperhangers JAC
- Northern California Cement Masons JATC

Pharmacy Technicians - OES 325181

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia counties.

Real Estate Clerks - OES 539140

- Advanced Computer Training School
- California School of Technology, Inc.
- California Technical Training Tulare
- Central Adult Education
- College of the Sequoias
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Regional Occupational Program
- Golden State Business College
- Hi Tech Vocational Institute
- Kings County Regional Occupational Program
- Microcomputer Education Center
- Southern California Graduate School of Theology
- Valley Vocational

Receptionists and Information Clerks - OES 553050

- Fresno City College
- Tulare County Organization for Vocational Education (TCOVE)
- West Hills College
- Fresno Adult School
- Fresno Regional Occupational Program
- Fresno City College Vocational Training Center
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Adult Education
- Kings County Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training, Tulare
- College of the Sequoias
- California School of Technology, Inc.

Salespersons - Retail (Except Vehicle Sales) - OES 490112

- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.
- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.
- Donald R. Reid and Associates

Secretaries, Except Legal and Medical - OES 551080

- West Hills College
- Fresno City College
- Sierra Valley Business College
- Fresno City College Vocational Training Center
- Fresno Institute of Technology
- Central Adult Education
- Community Trade and Technical Institute
- Heald College
- Hanford Adult School
- Kings County Regional Occupational Program (ROP)
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College
- Galen College of Medical and Dental Assistants
- College of the Sequoias
- Golden State Business College
- Sierra Valley Business College
- Proteus, Inc.

Secretaries, Medical - OES 551050

- Fresno Regional Occupational Program
- San Joaquin Valley College
- Fresno City College
- West Hills College
- Fresno Adult School
- Sierra Valley Business College
- Fresno Institute of Technology
- Heald College
- Visalia Adult School

Stock Clerks - Stockroom, Warehouse, Storage Yard - OES 580230

- Fresno City College
- Sierra Valley Business College
- San Joaquin Valley College
- Golden State Business College
- Proteus, Inc.
- Advanced Computer Training School
- California School of Technology, Inc.
- California Technical Training, Tulare
- Central Adult Education
- College of the Sequoias
- Fresno Adult School
- Fresno Regional Occupational Program
- Hi Tech Vocational Institute

Systems Analysts - Electronic Data Processing

- OES 251020

- Fresno Adult School
- California State University, Fresno
- San Joaquin Valley College
- Tulare Adult School
- Visalia Adult School
- Golden State Business College
- Proteus, Inc.
- Chapman University
- University of Phoenix
- Tulare Adult School
- Proteus Inc.
- California State University, Fresno, Division of Extended Education
- College of the Sequoias
- Southern California Graduate School of Theology
- Microcomputer Education Center

Teachers—Elementary School - OES 313050

- California State University, Fresno
- California State University, Fresno Extended Education
- Chapman University
- West Hills College

Teachers - Secondary School - OES 313080

- Chapman University
- California State University, Fresno

Tellers - OES 531020

- College of the Sequoias
- Tulare Co Org for Vocational Education

Truck Drivers - Heavy or Tractor Trailer - OES 971020

- West Hills College
- Fresno City College
- Western Pacific Truck School
- Truck Driving Academy
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School
- College of the Sequoias
- Major Express Truck School

Vocational and Educational Counselors - OES 315140

- California State University, Fresno

Waiters and Waitresses - OES 650080

- Valley Education Foundation

Welders and Cutters - OES 939140

- Central Valley Automotive and Machinist JAC
- College of the Sequoias
- Fresno City College
- Hanford Adult School
- Tulare Adult School
- Visalia Adult School
- West Hills College

APPENDIX

Research Methods

The Kings County Occupational Outlook is the product of a combined effort between the LMID and JTO. Each partner has a specific role that makes this report possible. LMID provides the technical support, while JTO gathers, analyzes, produces and disseminates the information to the community. This section will describe the processes used in the project. For more specific information, please call the Kings County Job Training Office at (559) 585-3532.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to customers in the community and throughout California and beyond.

Occupation Selection and Definition

There are a variety of criteria used to help select the occupations to be surveyed. The primary objective is to survey occupations that are of the greatest interest to the users (and potential users) in the community within the limitations of a standardized research program.

The following criteria were used by the Kings County Job Training Office to help prioritize occupations to be studied:

1. The occupation should be adequately defined by the Occupational Employment Statistics (OES) classification system;
2. The occupation should have a substantial local employment base;
3. There should be a substantial number of projected local job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation may require some postsecondary education or training;
6. The occupation should be of interest to local program planners, employers or training providers; and
7. The occupations should vary enough so that the same employers aren't overburdened with multiple survey requests.

Unless otherwise noted, the survey occupations are defined using the Occupational Employment Statistics (OES) dictionary published by the US Department of Labor. Although there are exceptions, OES-defined occupations are usually the best choices for employer surveys, as they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit; it is the classification system used by the Employment Development Department, Labor Market Information Division to produce Projections of Employment (occupational estimates of size, growth and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the Job Training Office can use a classification from the Dictionary of Occupational Titles (DOT) published by the US Department of Labor. Although research methods remain largely the same, these are called “non-OES surveys”. Size and growth estimates are not generally as accurate as with “non-OES surveys” as they are with standard OES-defined surveys.

Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not always surveyed, a considerable amount of time is invested to ensure that the survey samples are representative of the labor market. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries for the survey occupation. In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, the survey samples are selected by State Labor Market Information Division staff, using detailed databases on employers, and standard occupational staffing patterns. JTO staff then carefully reviews the initial sample of employers for each of the survey occupations. After review, a sample of at least 40 employers per occupation (or as many as can be found, if less than 40) are selected to survey.

Questionnaire Development

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey.

Employer Survey Procedures


Employer representatives are identified and contacted by telephone to determine their willingness to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form to preserve anonymity. Survey respondents are generally responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry, Tabulation and Summary

Coded survey responses are entered into the CCOIS database and both LMID and the Job Training Office prepare basic data tabulations. From those tabulations, the data is analyzed and the Job Training Office prepares draft occupational outlook profiles. The draft profiles and other report materials are then reviewed and approved by LMID Analysts whereupon the Occupational Outlook Report is printed and disseminated to local users.

Sample Questionnaire

A sample of the survey instrument is included on the following page.

	<p><i>Please return completed questionnaire to:</i> Job Training Office—Lehn Kings Co. Government Center Hanford, CA 93230 Phone (559) 585-3532 Fax (559) 585-7395</p>				
Occupation: 251040 COMPUTER SUPPORT SPECIALISTS					
<p>Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages electronic mail, and operating systems.</p>					
<p>Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county.</p>					
What job title(s) does your firm use for these duties?	Job Title(s):				
How many employees does your firm currently have in this occupation?	Number of Employees: <input type="checkbox"/>				
In this occupation, how many are:	Number of Males: <input type="checkbox"/> Number of Females: <input type="checkbox"/>				
Regular, Full Time:	Number of Employees: Average Weekly Hours Worked:				
Regular, Part Time:	Number of Employees: Average Weekly Hours Worked:				
Temporary/On Call:	Number of Employees: Average Weekly Hours Worked:				
Seasonal:	Number of Employees: Average Weekly Hours Worked:				
In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Other: <input type="checkbox"/> Graveyard Please Specify:				
Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, how many were hired to fill:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Vacancies resulting from promotions within your firm? </td> <td style="width: 50%; border: none;"> Vacancies resulting from people in permanent positions leaving your firm? </td> </tr> <tr> <td style="border: none;"> New permanent positions resulting from growth? </td> <td style="border: none;"> Temporary, on call, or seasonal positions? </td> </tr> </table>	Vacancies resulting from promotions within your firm?	Vacancies resulting from people in permanent positions leaving your firm?	New permanent positions resulting from growth?	Temporary, on call, or seasonal positions?
Vacancies resulting from promotions within your firm?	Vacancies resulting from people in permanent positions leaving your firm?				
New permanent positions resulting from growth?	Temporary, on call, or seasonal positions?				

During the last 12 months, did your firm's employment in this occupation: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/>	Grow <input type="checkbox"/>
Over the next 24 months, do you expect your firm's employment in this occupation to: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/>	Grow <input type="checkbox"/>
When you hire applicants for this occupation, is prior experience in this occupation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not required, but preferred	
If yes or preferred, how much experience in this occupation is required/preferred?	_____ (months)		
Is experience in other occupations accepted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please Specify: Occupation: _____ (months)	
If prior experience is required when you hire applications for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (circle one)	Not Difficult	1	2
		3	4
			Difficult
If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (circle one)	Not Difficult	1	2
		3	4
			Difficult
Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ (months)	
Is technical or vocational training required prior to employment in this occupation? If yes or preferred, what kind of training is required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No required, but preferred. _____ - _____ - _____ (months)	
What is the minimum level of education for firm requires when hiring an applicant in this occupation (check one)	<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent	<input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study	

What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?	For other compensation, please indicate the average overall earnings and type(s) of compensation			
New hires, no experience (trained or untrained):	\$ _____	\$ _____	<input type="checkbox"/> Commission <input type="checkbox"/> Tips	
New hires who are experienced:	\$ _____	\$ _____	<input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate	
Experienced employees after 3 years with your firm:	\$ _____	\$ _____	<input type="checkbox"/> Other	
(Please check one)	<input type="checkbox"/> Hour <input type="checkbox"/> Month	<input type="checkbox"/> Week <input type="checkbox"/> Year	<input type="checkbox"/> Hour <input type="checkbox"/> Month	<input type="checkbox"/> Week <input type="checkbox"/> Year

Specify: _____

Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number: Yes ☐ No ☐ _____

Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please Specify)

Does your firm ever promote employees in this occupation to higher level positions? Yes ☐ No ☐

If yes, what are the titles of the positions to which they may be promoted? _____

What skills are important for career advancement? _____

What computer software skills, if any, does your firm seek in applicants for this occupation (please check all that apply)

Specify software names: ☐ None

☐ Word Processing
 ☐ Spreadsheet
 ☐ Database
 ☐ Desktop Publishing
 ☐ Other: _____

What other new skills are needed to perform the duties of this occupation? _____

When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

<input type="checkbox"/> In-House promotions or transfers	<input type="checkbox"/> Newspaper ads	<input type="checkbox"/> Internet
<input type="checkbox"/> EDD	<input type="checkbox"/> Walk-in applicants	<input type="checkbox"/> Colleges/Universities
<input type="checkbox"/> School/program referrals	<input type="checkbox"/> Union hall referrals	<input type="checkbox"/> Employee referrals
<input type="checkbox"/> Private employment agencies	<input type="checkbox"/> Trade journals	<input type="checkbox"/> Other (Please specify)

Are you aware of any new, changing or emerging occupations in your industry? Yes ☐ No ☐

Please specify: _____

Would you like to receive a complimentary copy of the survey results for this occupation? Yes ☐ No ☐

The following is a list of skills, physical abilities, and other qualifications that may or may not be important for job entry into this occupation. Please indicate for each qualification whether it is "not important", "somewhat important", or "very important."

Basic Skills:	Not Important	Somewhat Important	Very Important
English grammar and spelling skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform basic mathematical calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform routine, repetitive work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Abilities:	Not Important	Somewhat Important	Very Important
Ability to pass a pre-employment medical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to do strenuous, physically demanding work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to sit continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to stand continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility:	Not Important	Somewhat Important	Very Important
Willingness to work nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work on-call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work temporary or seasonal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to participant in drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Qualifications:	Not Important	Somewhat Important	Very Important
Multi-cultural familiarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record keeping skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and organize the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained in CPR and first aid techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess good DMV driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Considering your most recent hires for this occupation, please not any qualifications that seem to be in short supply.

Additional Comments:

Thank you for your cooperation

Area Profile - Kings County

Situated in the heart of California's rich San Joaquin Valley, Kings County covers a triangle-shaped area measuring 1,396 square miles or 918,790 acres, and ranks thirty-fourth in size among the state's 58 counties.



Bounded on the north by the agriculturally rich Kings River and the petroleum-rich Kettleman Hills to the southwest, Kings County is mainly level farmland traversed by the California Aqueduct and a number of other irrigation waterways. Winters are relatively mild. The growing season is over 257 days a year and is characterized by a hot midsummer sun. The nation's top three agricultural counties—Fresno, Tulare, and Kern, bound Kings County on the north, east, and south. Kings County also shares a boundary line with Monterey County, touching in the mountainous Diablo Range southwest of the Kettleman Hills.

Agriculture and related industries dominate Kings County's economy, as they have since the county's incorporation in 1893. Cotton is the number one agricultural commodity in Kings County, followed by production of market milk. Government is a significant employer, with the Naval Air Station in Lemoore and three state prisons within Kings County's border.

Aline of the Santa Fe Railway/Burlington Northern and a branch line of the Union Pacific Railroad serve Kings County rail transportation. Interstate Highway 5 and State Highway 198 are major thoroughfares crossing the county and are connected to State Routes 41 and 43 as well as a network of county roads. Airports serving non-jet aircraft are located near the County's four incorporated cities: the county seat of Hanford, and the cities of Avenal, Corcoran, and Lemoore.

**Population of Kings County and Selected Cities
1990, 1998, and 2000**

Political Subdivi- sions	1990(a)	1998(b)	2000(b)	Percent change	
				1990 to 1998	1998(b) to 2000(b)
TOTAL	101,469	122,800	131,200	17.4%	6.4%
Avenal	9,700	12,300	13,100	21.1%	6.1%
Corcoran	13,364	17,400	21,550	23.2%	19.3%
Hanford	30,897	39,700	41,000	22.2%	3.2%
Lemoore	13,622	17,600	18,800	22.6%	6.4%
Balance of County	33,816	35,850	36,750	5.7%	2.4%

(a) Census of Population, April 1, 1990

(b) California Department of Finance estimates for January 1, 1998 & 1999

Parts may not add to total due to independent rounding.

Kings County Labor Force and Industry Employment
(Data not adjusted for seasonally)
Annual averages 1995-1999

Title	1995	1996	1997	1998	1999
Total, All Industries (1)	33,130	33,670	36,160	35,880	42,330
Total Farm	7,480	9,620	9,380	7,700	6,040
Farm Production	4,740	6,160	4,760	4,400	3,300
Farm Services	2,740	3,460	4,620	3,300	2,740
Total Non-Farm	25,650	26,050	26,780	28,180	28,910
Goods Producing	4,200	4,210	4,460	4,500	4,0500
Construction & Mining	900	930	900	950	1,080
Manufacturing	3,300	3,280	3,570	3,550	2,9700
Durable Goods	310	380	400	400	400
Nondurable Goods	2,990	2,900	3,170	3,140	2,570
Food & Kindred Products	1,380	1,610	1,790	1,780	1,350
Other Nondurable Goods	1,610	1,290	1,380	1,370	1,220
Service Producing	21,450	21,840	22,310	23,680	24,860
Transportation & Public Utilities	930	800	770	850	930
Transportation	610	540	490	590	650
Communications & Public Utilities	320	260	290	260	280
Trade	6,390	6,470	6,500	6,660	6560
Wholesale Trade	880	960	950	1,030	1,020
Retail Trade	5,510	5,510	5,540	5,640	5,540
Food Stores	790	750	850	820	740
Eating & Drinking Places	1,810	1,890	1,890	2,020	1,810
Other Retail Trade	2,910	2,870	2,800	2,800	2,990
Finance, Insurance & Real Estate	650	630	640	670	720
Services	4,520	4,680	4,800	4,990	5,320
Hotels & Other Lodging Places	80	120	100	130	120
Health Services	2,060	2,270	2,220	2,270	2,140
Other Services	2,380	2,300	2,480	2,600	3,060
Government	8,970	9,260	9,600	10,500	11,330
Federal Government	1,400	1,410	1,280	1,150	1,040
State & Local Government	7,570	7,850	8,320	9,350	10,290
State Government	2,800	3,090	3,400	4,140	4,680
Local Government	4,770	4,760	4,910	5,210	5,610

Source: Employment Development Department, Labor Market Information Division
March 1999 Benchmark

